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TIGARD CITY COUNCIL  
MEETING

APRIL 8, 2003 6:30 p.m.

TIGARD CITY HALL  
13125 SW HALL BLVD  
TIGARD, OR 97223



**PUBLIC NOTICE:**

Anyone wishing to speak on an agenda item should sign on the appropriate sign-up sheet(s). If no sheet is available, ask to be recognized by the Mayor at the beginning of that agenda item. Visitor's Agenda items are asked to be two minutes or less. Longer matters can be set for a future Agenda by contacting either the Mayor or the City Manager.

Times noted are estimated; it is recommended that persons interested in testifying be present by 7:15 p.m. to sign in on the testimony sign-in sheet. Business agenda items can be heard in any order after 7:30 p.m.

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for Council meetings by noon on the Monday prior to the Council meeting. Please call 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

Upon request, the City will also endeavor to arrange for the following services:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible. Please notify the City of your need by 5:00 p.m. on the Thursday preceding the meeting by calling: 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

SEE ATTACHED AGENDA

**A G E N D A**  
**TIGARD CITY COUNCIL MEETING**  
**APRIL 8, 2003**

6:30 PM

- **STUDY SESSION**
  - > Insurance 101
    - Administration Staff
- **EXECUTIVE SESSION:** The Tigard City Council will go into Executive Session to discuss pending litigation under ORS 192.660(1h). All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(3), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

7:30 PM

1. **BUSINESS MEETING**
  - 1.1 Call to Order - City Council & Local Contract Review Board
  - 1.2 Roll Call
  - 1.3 Pledge of Allegiance
  - 1.4 Council Communications & Liaison Reports
  - 1.5 Call to Council and Staff for Non-Agenda Items
2. **PROCLAMATIONS**
  - 2.1 Proclaim Days of Remembrance – April 27 – May 4, 2003
  - 2.2 Proclaim Be Kind to Animals Week – May 4 – 10, 2003
    - Mayor Griffith
3. **VISITOR'S AGENDA (Two Minutes or Less, Please)**
  - Tigard High School Student Envoy Paul Brems
  - Tigard Area Chamber of Commerce President-Elect Dan Murphy

4. CONSENT AGENDA: These items are considered to be routine and may be enacted in one motion without separate discussion. Anyone may request that an item be removed by motion for discussion and separate action. Motion to:
  - 4.1 Approve Council Minutes: March 11, 2003
  - 4.2 Receive and File:
    - a. Council Calendar
    - b. Tentative Agenda
  - 4.3 Appoint Steve Varga to the Tree Board and Appoint Ron Callan and Jan Gillis as First and Second Alternates, Respectively, to the Tree Board - Resolution No. 03-\_\_\_\_
  - 4.4 Approve Atfalati Recreation District Repayment Schedule and Concession Stand Operation
  - 4.5 Initiate Vacation Proceedings for SW Mapleleaf Street and Unnamed Strip of Right of Way (VAC 2002-00002) – Resolution No. 03-\_\_\_\_
  - Consent Agenda - Items Removed for Separate Discussion: Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Council has voted on those items which do not need discussion.
5. DISCUSSION WITH STATE SENATOR GINNY BURDICK AND STATE REPRESENTATIVE MAX WILLIAMS
  - a. Comments by Senator Burdick and Representative Williams
  - b. Council Discussion
6. UPDATE ON NEW LIBRARY
  - a. Staff Report: Library Staff
7. ANNUAL VOLUNTEER REPORT
  - a. Staff Report: Administration and Library Staff
8. DISCUSSION ON STRATEGIC FINANCIAL PLAN
  - a. Staff Report: Finance Staff
9. COUNCIL LIAISON REPORTS
10. NON AGENDA ITEMS

11. **EXECUTIVE SESSION:** The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(3), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

## 12. **ADJOURNMENT**

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AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF 4/8/03

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Study Session - Insurance 101

PREPARED BY: Loreen Mills DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

ISSUE BEFORE THE COUNCIL

This will be a short briefing for Council highlighting the City's process for procuring insurance coverage and an insurance market update.

STAFF RECOMMENDATION

Council will develop a basic understanding of the insurance procurement process and coverage challenges facing the City.

INFORMATION SUMMARY

The City purchases insurance to provide protection in case of a loss. In keeping with Tigard's purchasing policies, we hire an Insurance Agent of Record (Ron Cutter from JBL&K) to secure competitive proposals from insurance carriers and bind coverage for our property & casualty policies as well as Workers' Compensation coverage.

The current insurance market is very "hard" and purchasing insurance coverage is difficult. The last "hard" market we experienced was in 1984-85 and Tigard actually had to purchase Police Liability Coverage from Lloyd's of London. While Tigard doesn't need to seek coverage from Lloyd's, we do have a new Council, and it is a good time to introduce our Agent of Record. We will share an update on available insurance markets, current coverage challenges, and anticipated cost increases during the study session portion of the meeting.

OTHER ALTERNATIVES CONSIDERED

N/A

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

N/A

ATTACHMENT LIST

N/A

FISCAL NOTES

In 2002-03, \$564,198 was budgeted for citywide insurance coverage (other than employee benefits).

# PROCLAMATION

## Days of Remembrance "For Your Freedom and Ours"

**WHEREAS**, the Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945. Jews were the primary victims – six million were murdered; Gypsies, the handicapped, and Poles were also targeted for destruction or decimation for racial, ethnic, or national reasons. Millions more, including homosexuals, Jehovah's Witnesses, Soviet prisoners of war and political dissidents, also suffered grievous oppression and death under Nazi tyranny;

**WHEREAS**, the history of Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, and governments; and

**WHEREAS**, we the people of the City of Tigard should always remember the terrible events of the Holocaust and remain vigilant against hatred, persecution, and tyranny; and

**WHEREAS**, we the people of the City of Tigard should actively rededicate ourselves to the principles of individual freedom in a just society; and

**WHEREAS**, the Days of Remembrance have been set aside for the people of the City of Tigard to remember the victims of the Holocaust as well as to reflect on the need for respect of all people; and

**WHEREAS**, pursuant to an Act of Congress (Public Law 96-388, October 7, 1980) the United States Holocaust Memorial Council designates the Days of Remembrance of the Victims of the Holocaust to be Sunday, April 27 through Sunday, May 4, 2003 including the international Day of Remembrance known as *Yom Hashoah*, April 29;

**NOW THEREFORE BE IT RESOLVED THAT** I, James E. Griffith, Mayor of Tigard, on behalf of the entire City Council, do hereby proclaim:

Sunday, April 27 through Sunday, May 4, 2003 as

Days of Remembrance  
"For Your Freedom and Ours"

in memory of the victims of the Holocaust, and in honor of the survivors, as well as the rescuers and liberators, and further proclaim that we, as citizens of the City of Tigard, should strive to overcome intolerance and indifference through learning and remembrance.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2003.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Tigard to be affixed.

James E. Griffith, Mayor  
City of Tigard

Attest:

\_\_\_\_\_  
City Recorder



# PROCLAMATION

## Be Kind to Animals Week

**WHEREAS**, Oregonians benefit tremendously from our animal friends, who give us companionship and great pleasure in our daily lives; and

**WHEREAS**, we have a firm responsibility to protect these fellow creatures from need, pain, fear and suffering; and

**WHEREAS**, we recognize that teaching attitudes of kindness, consideration and respect for all living things through humane education in the schools and the community helps to provide the basic values on which a humane and civilized society is built; and

**WHEREAS**, we are deeply indebted to the Oregon Humane Society for 135 years of invaluable service in caring for homeless animals, instilling human values in our children through education programs, and promoting a true working spirit of kindness and consideration for animals in the hearts and minds of all people; and

**WHEREAS**, we depend greatly upon our animal control agencies, veterinarians and other organizations that provide humane care for animals; and

**WHEREAS**, May 4 – 10, 2003 is set aside to observe nationally the philosophy of kindness to animals.

**NOW THEREFORE BE IT RESOLVED THAT I**, Mayor James Griffith of the City of Tigard, Oregon, do hereby proclaim the week of May 4 – 10, 2003 as

## Be Kind to Animals Week

in Tigard, Oregon and urge our citizens, businesses and organizations to join in this observance.

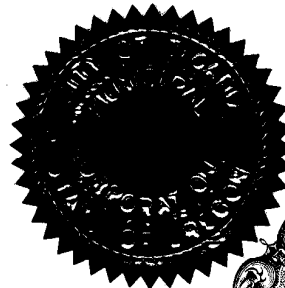
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Tigard to be affixed.

James Griffith, Mayor  
City of Tigard

**Attest:**

\_\_\_\_\_  
City Recorder



COUNCIL MINUTES  
TIGARD CITY COUNCIL MEETING  
March 11, 2003

Mayor Griffith called the meeting to order at 6:30 p.m.

Council Present: Mayor Griffith, Councilors Dirksen, Moore, Sherwood, and Wilson

- STUDY SESSION

- REVIEW COUNCIL GROUND RULES

Council briefly reviewed with City Manager Monahan information received about Council Groundrules, including the last update to the Groundrules set forth in Resolution No. 01-47. No revisions were requested at this time.

- Council reviewed the proposed budget prepared by Administration Staff for the City Council expenditures in FY 03/04. City Departments are attempting to identify potential program reductions or program cuts of 10 percent of initial budget proposals. Council discussed possible areas for reduction in Council expenditures, including:

- discontinuing membership in National League of Cities
  - delete attendance at NLC Conference
  - 10% reduction in stipends
  - delete/reduce amount for Council meals
  - delete/reduce amount for business lunches

Staff will revisit this topic again next meeting to determine consensus on reductions.

- Initial Review of Community Grant Requests

Finance Director Prosser reviewed this item with the Council. During the review, Council determined that a 10% cutback would be implemented for community events as was being done for other City programs. When considering new requests, Council would fund if the organization requesting the funding had an established event or program that had a proven track record.

Council consensus was to recommend to the Budget Committee to fund the following requests as follows:



Broadway Rose -		\$10,000
City of Tigard Dog Park		400
Festival of Balloons		10,000
Lions Club		0
Tigard Blast		5,000
Tigard 4 <sup>th</sup> of July		7,500
Tigard 4 <sup>th</sup> of July – In-Kind	\$1,600	
Tigard High Graduation Ceremony		1,000
Tualatin Riverkeepers		2,000
Tualatin Riverkeepers – In-Kind	500	
Tualatin Valley Community Band		1,850
Urban Hope		0

➤ Administrative Items

- Shining Stars Banquet is on May 2, 6 p.m. at Greenwood Inn. Councilor Sherwood advised she is attending. Mayor Griffith and Dirksen may attend, but need to first check their calendars for availability. In years past, City has purchased tickets to this event; however, after a brief discussion, consensus of Council was that they would personally pay for the tickets.
- Joint Meeting with the Tigard-Tualatin School Board and the Tualatin City Council will be on April 3, 7 p.m., at the School Administration Building. Topics suggested for review included recreation and construction.
- Michael Allen Harrison Benefit Concert for the New Tigard Library will be on April 4 at Tigard High School; 7:30 p.m.
- Tualatin Valley Fire & Rescue Lunch – After brief discussion Council consensus was that they would like to meet at TVF&R and also tour the facility.
- City Manager Monahan noted that a resolution acknowledging the years of service by Ron Goodpaster will be added for Council Consideration during the Non-Agenda Item (No. 10)
- Roger's Machinery Legal Update – City Manager Monahan noted the U.S. Supreme Court declined to review the appeal. A companion case asking for damages was also filed for this matter; it is hoped that this case will be dropped. City Manager noted that the legal preparation for this case was a cooperative effort between Tigard and Washington County.

- A revised resolution for Item 4.3 was distributed to Council deleting language referencing the library.
- Park and Recreation Board – City Manager Monahan noted that a proposal for Council review to create a Park and Recreation Board was on the agenda (No. 8). However Gary Firestone of the City Attorney’s office pointed out to staff that Tigard Municipal Code Chapter 2.12 is still valid; this chapter outlines structure for a Park and Recreation Board. Council agreed with the City Manager that the existing structure could be used to begin recruiting members for a new Board. The City Manager will compare existing wording to what has been discussed for a new board. Any changes can be done by an ordinance amending the existing Code language. This item will be scheduled for Council review in March or April.

Study session concluded at 7:25 p.m.

# 1. BUSINESS MEETING

- 1.1 Mayor Griffith called the City Council & Local Contract Review Board meeting to order at 7:33 p.m.
- 1.2 Roll Call: Mayor Griffith, Councilors Dirksen, Moore, Sherwood, and Wilson.
- 1.3 Pledge of Allegiance
- 1.4 Council Communications & Liaison Reports – Councilor Dirksen advised he would give a report on the status of the Downtown Task Force.
- 1.5 Call to Council and Staff for Non-Agenda Items – City Manager noted that Council would consider a resolution acknowledging the contributions of retired Chief of Police Ron Goodpaster.

# 2. PROCLAMATIONS

Mayor Griffith announced the following:

- 2.1 Proclaim April 5, 2003, as Vision and Hearing Day
- 2.2 Proclaim March 14 and 15 as National Wildlife Refuge Centennial Commemoration

# 3. VISITOR'S AGENDA

- Tigard High School Student Envoy Paul Brems updated Council on recent and planned activities at Tigard High School. A copy of his report is on file in the City Recorder’s office.
- Tigard Area Chamber of Commerce Representative Dan Murphy reported on recent and planned activities of the Chamber. He noted the Bowlerama last

weekend, Red Robin Restaurant opened at Washington Square II and he referred to upcoming activities at Red Roof Inn and Greenwood Inn. On March 26 the Business Advocacy Committee will meet with representatives from TriMet. The Shining Stars Banquet will be held on May 2.

- Dave Nicoli, 20040 SW Edy Road, Sherwood, OR 97140, updated the Council on efforts to fund recreation programs in the Tigard-Tualatin area. He referred to the Atfalati Recreation District funding proposal that was turned down by the voters in 1999. He said another effort is being launched to form a youth services district that would be patterned after the former Atfalati proposal. This renewed activity is in response to the recent funding problems schools are encountering for sports programs and sports facilities, which led to the decision to close the swim centers. The group working on this funding proposal is going to try to have a ballot measure before voters in September or November '03 asking for funding approval.
4. CONSENT AGENDA: Motion by Councilor Dirksen, seconded by Councilor Sherwood, to adopt the Consent Agenda as follows (with a revised resolution for Agenda Item 4.3 as noted during the Study Session):
- 4.1 Approve Council Minutes for February 18, 2003
  - 4.2 Receive and File:
    - a. Council Calendar
    - b. Tentative Agenda
  - 4.3 Approve a Reimbursement Declaration and Authorize Subsequent Reimbursement Declarations for the Expenses of Developing a 550-Foot Reservoir and Related Improvement Projects at the Alberta Rider School Property – Resolution No. 03- 06
  - 4.4 Approve Appointment of Forrest Nabors as a Member of the Budget Committee and Approve Appointment of Mark Mahon as an Alternate to the Budget Committee – Resolution No. 03-07
  - 4.5 Authorize the League of Oregon Cities to Coordinate the Filing of an Appeal (on the City's behalf, through outside counsel) for the Rate Increase Received from the Public Employee Retirement System – Resolution No. 03-08
  - 4.6 Local Contract Review Board:
    - a. Award Contract to Canby Excavating, Inc. for the Construction of Gaarde Street (121<sup>st</sup> Avenue to Pacific Highway) Improvements, Phase 2 for Street, Water, Sanitary Sewer, Storm Drainage and Utilities
    - b. Award Contract to White Shield, Inc., for Surveying Services for the Gaarde Street Improvement Project, Phase 2

The motion was approved by a unanimous vote of Council:

Mayor Griffith	-	Yes
Councilor Dirksen	-	Yes
Councilor Moore	-	Yes
Councilor Sherwood	-	Yes
Councilor Wilson	-	Yes

## 5. UPDATE ON THE NEW TIGARD LIBRARY

Library staff member Paula Walker updated Council on the status of the new Tigard Library. Highlights of her presentation are on file in the City Recorder's office. She reviewed the timeline ("countdown to a new library), the upcoming Site Master Plan meeting for Fanno Creek Park on April 3, and fundraising activity.

## 6. UPDATE ON HIGHWAY 217 STUDY

Community Development Director Hendryx reviewed this agenda item. The staff report outlines the major aspects of the Highway 217 study that is lead by Metro.

## 7. REVIEW PROPOSED WALL STREET LOCAL IMPROVEMENT DISTRICT INITIAL REPORT

City Engineer Gus Duenas presented the staff report, which is on file in the City Recorder's office. Marlin DeHaas reviewed the elements of the report submitted to the City Council. Highlights of the presentations to Council are on file in the City Recorder's office (PowerPoint presentation). The presentation and Council discussion included the following:

- Review of the types of improvement proposed through formation of the local improvement district.
- Review of significant issues including wetland mitigation.
- Plans for a bridge (preliminary drawing).
- Estimated cost of almost \$6 million.
- What the next step in the study would be if Council authorized staff to proceed.
- Key issues that need to be resolved with the Oregon Department of Transportation, Portland & Western Railroad, and the property owners served by the spur track.
- Review of the manmade ponds on the property (water quality – what is proposed).

While not a public hearing, the following persons spoke to the Council about the subject local improvement district:

- Paul Zalek, 650 Hawthorne Avenue, Salem Oregon representing Portland & Western Railroad gave some background information about the railroad and the accumulation of assets through the years. He referred to the shared-use agreement with Washington County for the future commuter rail.

Mr. Zalek advised that, in general, the Railroad was opposed to new at-grade railroad crossings because of safety concerns and economics (such crossings are expensive to install and maintain).

He noted in the area where the LID was being proposed, the Railroad uses this unimpeded 1.9 miles length of track for a railroad car switching area. Mr. Zalek also noted that economic value would be lost if the spur track was eliminated. The Railroad would seek functional compensation for any losses.

Council members discussed issues with Mr. Zalek including what options the Railroad might consider if an at-grade crossing were granted and where a yard might be located for the switching of railroad cars.

Mr. Zalek reiterated the Railroad's opposition as noted above.

- Brian Wegener, Tualatin Riverkeepers, 16507 SW Roy Rogers Road, Sherwood, Oregon 97140, noted concerns about the impact to the Fanno Creek Watershed. Mr. Wegener submitted a letter containing the highlights of his testimony, which is on file in the City Recorder's office.
- John Manghelli, 16415 SW 93<sup>rd</sup>, Tigard, Oregon submitted a letter written by Pat Whiting objecting to the taxpayer funds being used to further this project. A copy of Ms. Whiting's March 11, 2003, letter is on file in the City Recorder's office. Mr. Manghelli also expressed objections to proceeding with the study of the local improvement district.
- John Frewing, 7110 SW Lola Lane, Tigard, Oregon, expressed concern about continued work on the engineering study. The highlights of Mr. Frewing's comments are outlined in a March 11 communication to Mayor Griffith, which is on file in the City Recorder's office. He referred to the sales contract for the property, which included a consideration that the City of Tigard pursue a Wall Street LID. He said he thought that the City of Tigard has adequately "pursued." Mr. Frewing also registered concerns about the 100-year flood plain determination – whether recent upstream development had been taken into consideration.

- Sue Bielke, Director, The Biodiversity Project of Tigard, 11755 SW 114<sup>th</sup> Place, Tigard, Oregon, said she concurred with previous testimony and recommended that the City discontinue any more work on the preliminary engineer's report. She cited better alternatives for traffic congestion problems than extending Wall Street. She referred to concerns by her and others in Tigard about preserving the quality of life by providing more parks, greenspaces, and open spaces. She asked the Council to honor the visioning process. Ms. Bielke said the impacts of the library construction will be great in and of itself and did not want the added impacts of the . She also said there is a high failure rate of mitigation efforts. She said she and those she has talked to are willing to pay for parks.
- Jeff Douglas, 8317 SW Char Court, Tigard, Oregon said no more dollars should be spent on this issue. He said the LID was not a good solution to traffic problems; another at-grade railroad crossing was not needed. He referred to the hurdles that would need to be overcome to proceed with an LID including permitting and approvals from the Oregon Department of Transportation, Railroad, Corps of Engineers and others. He said the area near the new library should be used for pedestrians and bicycles rather than a road.

Councilor Wilson commented about the choice between parks and movement of traffic. He cited the increased capacity potential to move 7,000 vehicles per day. The proposal to widen Hall Boulevard has no identified funding, while property owners would pay for the Wall Street Local Improvement District.

- Fred Fields, 1149 SW Davenport, Portland, Oregon advised that he is the owner of the property that would benefit from the Local Improvement District. He noted that the Wall Street route has been identified for about 35 or 40 years. He also noted that he has paid taxes on this property since 1957 and he would like to do something with the property that would benefit both himself and the City of Tigard. Mr. Fields sold the property to the City for the new library and if the LID is blocked at this level he might consider nullifying the deal for the sale of the property. Mr. Fields said he doesn't agree with the Railroad's position as stated tonight and commented that additional cars will still need to find a way to cross the railroad tracks regardless of the location. He noted the railroad spur could be relocated.

In response to a question from Mayor Griffith about whether Mr. Fields could access his property from Milton Court, Mr. Fields advised that he already has access to the property.

City Attorney Ramis commented on the term "pursue" as it is referenced in the terms of sale for the property purchased by the City from Mr. Fields. "Pursue" is not a legal term; it is used in the contract of sale to describe the good faith effort the City

will undertake to form a Wall Street LID. Mr. Ramis suggested that the point at which it would be “safe” (meet the terms of the contract) to stop pursuit of the LID would be at the time it is documented that a fatal flaw had been encountered.

Council meeting recessed at 9:48 p.m.

Council meeting reconvened at 9:56 p.m.

Council comments followed:

- Councilor Moore cited the track record of the Council’s support for greenspaces. He said that if a bond measure was proposed for greenspaces, he would support it. The Preliminary Engineer’s Report (as noted in the City Engineer’s staff report) is at the Conceptual Report stage, which is at 35% of design plans for the LID. Councilor Moore recommended that the staff proceed to the next level, which would be to complete 60% of the work needed for design plans. He said that this was owed to Mr. Fields to assure that “due diligence” had been performed in examining whether or not a Wall Street LID should be formed. Councilor Moore also noted that this property could have been developed at R-12.
- Councilor Wilson concurred with Councilor Moore to proceed with the Preliminary Engineer’s report. He referenced another railroad crossing that had been identified in the Transportation System Plan.
- Councilor Sherwood thanked those who testified, but cautioned them that they cannot close the door behind them with regard to development of property in the area. She stated that it was Mr. Field’s right as a property owner to pursue improvements for his property. She said she was not in favor of continuing with more work on the Preliminary Engineer’s Report.
- Councilor Dirksen said that it looks as if the LID has obstacles; however, it will not be known whether one or more of these obstacles is fatal until more work is done on the study. He referred the need to pursue all alternatives to assist transportation, including that of improving Hall Boulevard. He support the property owner’s right to develop property. Councilor Dirksen was in favor of continuing work on the Preliminary Engineer’s Report.

City Engineer Duenas commented on talk of a new railroad yard – he said that this would be outside the scope of this project. He reviewed the next steps, which would be to make formal application to ODOT for the bridge. Mr. Duenas clarified that with regard to testimony presented by Mr. Frewing, that updated floodplain maps would be used in the report.

Councilors Moore, Wilson, and Dirksen supported proceeding with the report; Councilor Sherwood was not in favor of moving forward with more work on the LID.

## 8. CONSIDER ESTABLISHING A PARK AND RECREATION ADVISORY BOARD

- City Manager Monahan referred to the existence of language in Chapter 2.12 of the Tigard Municipal Code outlining the structure for a Park and Recreation Board. No Park Board has been in existence since 1992. He suggested the Council reactivate the Park Board. Mr. Monahan will compare existing wording to what has been discussed for a new board. Any changes can be done by an ordinance amending the existing Code language. This item will be scheduled for Council review later in March or April.

Motion by Councilor Moore, seconded by Councilor Sherwood, to reactivate the Park and Recreation Board utilizing the provisions of Chapter 2.12, which will also be compared to and may be amended by proposals in the new ordinance drafted to establish a Park and Recreation Board.

The motion was approved by a unanimous vote of Council:

Mayor Griffith	-	Yes
Councilor Dirksen	-	Yes
Councilor Moore	-	Yes
Councilor Sherwood	-	Yes
Councilor Wilson	-	Yes

## 9. COUNCIL LIAISON REPORTS

Councilor Dirksen advised that the Downtown Task Force last met on February 27 and came to a conclusion on design recommendations for the commuter rail station to be located in the downtown area. These recommendations will be presented to the Council at its March 25, 2003, meeting.

The next item for the Task Force to consider will be for pedestrian and traffic improvements adjacent to the station.

## 10. NON AGENDA ITEMS

City Recorder Wheatley presented a draft resolution for the Council to consider that acknowledged the service rendered by retired Chief of Police Ron Goodpaster.



Motion by Councilor Moore, seconded by Councilor Dirksen, to adopt Resolution No. 02-09.

RESOLUTION NO. 02-09 – A RESOLUTION OF THE TIGARD CITY COUNCIL ACKNOWLEDGING THE EXCELLENT LEADERSHIP AND COMMUNITY SERVICE RENDERED BY RONALD (RON) D. GOODPASTER, CITY OF TIGARD POLICE CHIEF FROM AUGUST 1, 1989 TO FEBRUARY 1, 2003.

The motion was approved by a unanimous vote of Council:

Mayor Griffith	-	Yes
Councilor Dirksen	-	Yes
Councilor Moore	-	Yes
Councilor Sherwood	-	Yes
Councilor Wilson	-	Yes

11. EXECUTIVE SESSION: Not held.

12. ADJOURNMENT: 10:16 p.m.

Attest:

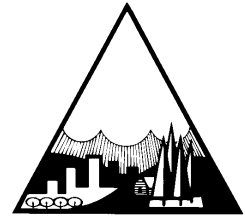
\_\_\_\_\_  
Catherine Wheatley, City Recorder

\_\_\_\_\_  
Mayor, City of Tigard

Date: \_\_\_\_\_

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**MEMORANDUM  
CITY OF TIGARD, OREGON**



**TO:** Mayor and Council  
**FROM:** Greer Gaston  
**DATE:** March 27, 2003  
**SUBJECT:** Three-Month Council Calendar

Regularly scheduled Council Meetings are marked with an asterisk (\*).

**April**

3	Thurs	Meeting with the School District – 7 p.m. Tigard-Tualatin School District Admin. Office 6960 SW Sandburg Rd, Tigard
8 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session
15 *	Tues	Council Workshop Meeting – 6:30 p.m.
22 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session
28	Mon	Budget Committee Meeting – 6:30 p.m. Puett Room - Library

**May**

5	Mon	Budget Committee Meeting – 6:30 p.m. Water Building Auditorium
12	Mon	Budget Committee Meeting – 6:30 p.m. Water Building Auditorium
13 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session
19	Mon	Budget Committee Meeting – 6:30 p.m. Water Building Auditorium
20 *	Tues	Council Workshop Meeting – 6:30 p.m.
27 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session

**June**

2	Mon	Budget Committee Meeting (if needed) – 6:30 p.m. Water Building Auditorium
10 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session
17 *	Tues	Council Workshop Meeting – 6:30 p.m.
24 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session

Tigard City Council  
Tentative Agenda

[illegible]

Tigard City Council  
Tentative Agenda

5/20/03 - Workshop	5/27/03 - Business TV -Greeter	6/10/03 - Business TV -Greeter
Due: 5/6/03 @ 5 p.m.	Due: 5/13/03 @ 5 p.m.	Due: 5/27/03 @ 5 p.m.
<b>Workshop Topics</b>	<b>Study Session</b>	<b>Study Session</b>
Jt Mtg w Library Board (SI)- Margaret - 30 min.		* City Attorney Attends Meeting * -
Housing Compliance Discussion/Legislative Effors - CD - <b>BLUE SHEET</b>	Randall Grant Program Update - Liz - 10 min	
Review of Commuter Rail/Downtown Circulation Package - CD - <b>BLUE SHEET</b>		
Goal 5 Status Report - <b>PPT</b> - Duane- 25 min		
Affordable Housing Compliance/Legislative Update/CPAH Update/Affordable Housing	<b>Consent Agenda</b>	<b>Consent Agenda</b>
Trust Fund - Duane - Guest Speakers - 30 min		
Municipal Court Annual Report - Nadine -20 min		
Presentation on Tigard Fact Book - Beth - 20 min		
	<b>Business Meeting</b>	<b>Business Meeting</b>
	Sen Burdick, Rep Williams - 1 hour - Cathy	VA - Student Envoy ?
	Approve Fanno Creek Park Extension Master Plan - Dan P. - 15 min.	New Library Update - <b>PPT</b> - Margaret - 10 min
	Mapleleaf/Oakway Vacation - Matt - <b>BLUE SHEET</b>	
	Note: Schedule a joint meeting with Wash. Co. after June.	
		SI = standing item
		l:/adm/greer/tentatv ag/tentative.xls

AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF April 8, 2003

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Appoint Steve Varga to the Tree Board and appoint Rob Callan and Janet Gillis as first and second alternates, respectively, to the Tree Board.

PREPARED BY: Susan Koepping HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

ISSUE BEFORE THE COUNCIL

Appointment of Steve Varga to the Tree Board and appointment of Rob Callan and Janet Gillis as alternates to the Tree Board.

STAFF RECOMMENDATION

Appoint Steve Varga to the Tree Board and appoint Rob Callan and Janet Gillis as alternates.

INFORMATION SUMMARY

A four-year term is open and needs to be filled to provide the Tree Board with the required number of members. There are currently no existing Tree Board alternates. All past alternates have been appointed to the Board. Attached is a resolution which, if adopted, would approve the appointment of Steve Varga to the Tree Board for a term that will end on April 30, 2007, and the appointment of Rob Callan as first alternate and Janet Gillis as second alternate. Alternates terms will end on April 30, 2005 or when they are appointed to replace existing members upon a member's midterm resignation.

OTHER ALTERNATIVES CONSIDERED

none

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Goal: The city will maximize the effectiveness of the volunteer spirit to accomplish the greatest good for our community.

ATTACHMENT LIST

Information about the candidates

FISCAL NOTES

There is no cost associated with this action.

CITY OF TIGARD, OREGON

RESOLUTION NO. 03-\_\_\_\_\_

A RESOLUTION OF THE TIGARD CITY COUNCIL APPOINTING STEVE VARGA TO THE TREE BOARD AND APPOINTING ROB CALLAN AS FIRST ALTERNATE AND JANET GILLIS AS SECOND ALTERNATE TO THE TREE BOARD.

---

WHEREAS, a four-year term is open, and

WHEREAS, all past alternates have been appointed to the Tree Board, and

WHEREAS, the Mayor's Appointments Advisory Board interviewed applicants on March 13, 2003 including those named above

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Steve Varga, is appointed as a Tree Board member for a term that will expire April 30, 2007.

SECTION 2: Rob Callan is appointed as first alternate to the Tree Board for a term that will expire on April 30, 2005.

SECTION 3: Janet Gillis is appointed as second alternate to the Tree Board for a term that will expire on April 30, 2005.

This resolution is effective immediately upon passage.

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2003.

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Mayor - City of Tigard

ATTEST:

---

City Recorder - City of Tigard

Information regarding the Tree Board Appointees  
April 8, 2003

**Steve Varga** holds a bachelors degree in landscape horticulture from Colorado State University and is employed in that capacity. He lives in the urban growth area north of the Tigard city limits.

**Rob Callan** is self-employed as a travel consultant and was previously employed in banking. He lives in central Tigard, has resided in Tigard for 9 years, and has previously volunteered on Adopt-A-Stream projects in Tigard.

**Janet Gillis** resides in the west side of Tigard and has lived in this community for 15 years. She is currently employed in a field where she uses her healthcare administration knowledge. Janet has planted trees as a volunteer in Tigard.

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Consider Approval of the Atfalati Recreation District Repayment Schedule and Concession Stand Operation

PREPARED BY: Dan Plaza DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

---

ISSUE BEFORE THE COUNCIL

Shall the Council consider and approve an addendum to the Atfalati Recreation District agreement dated January 27, 1998 establishing a repayment schedule as well as approval of the concession stand operations?

---

STAFF RECOMMENDATION

Staff recommends that Council approve options agreed upon at the March 18, 2003 meeting establishing a repayment schedule and concession stand operations with the Atfalati Recreation District.

---

INFORMATION SUMMARY

In the mid 1990's, the City and representatives of the Tigard Soccer League, Little League Baseball, and Youth Football began a discussion and collaboration that led to an agreement between the City and the Atfalati Recreation District (ARD), a non-profit organization. The purpose of the agreement is to set forth the following:

- Obligations, rights, and responsibilities of the City and ARD concerning the purchase of the Gray/Lamb property (ARD share was \$150K)
- Development of the property,
- Improvements to the property,
- Maintenance of the property, and
- Use of the developed fields and the related facilities with the expansion of Cook Park.

On March 12, 2002, City Council directed staff to work with the City Attorney to prepare a supplement addendum to the 1998 Atfalati Recreation District Agreement to provide a more detail agreement, to address the construction and operation of a concession stand at Cook Park as well as repayment for funds expended by the City for ARD.

Information was provided to Council at the workshop on March 18<sup>th</sup> regarding the five options available for the proposed repayment schedule. Council was also provided a copy of the tentative concession stand operation proposal from ARD for consideration. The Council members agreed they would consider agreeing to a \$65,000 credit requested by ARD. With regard to loan interest, Council discussed the state of the City's finances as well as the services provided to the community by ARD. An option that Council members would consider is a grant to ARD (in the community events portion of the budget) for \$5,000 a year for the next ten (10) years. ARD would need to apply for a grant each year along with other community event requests.

Council agreed with the Concession Stand Operation Agreement Addendum as presented.



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OTHER ALTERNATIVES CONSIDERED

N/A

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VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

- City Council Goal #4 - Continue to implement the City Park Master Plan
- Task (5) Continue to implement the Cook Park master plan

---

ATTACHMENT LIST

1. Addendum to agreement – Concession Stand Operation (to be distributed 4/4)
2. Addendum to agreement – Repayment Schedule (to be distributed 4/4)
3. Memo from Parks Manager Dan Plaza dated March 10, 2003 (to be distributed 4/4)

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FISCAL NOTES

The financial impact of this decision will rest upon the option that is chosen for repayment of the debt owed by Atfalati Recreation District to the City of Tigard.

AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF April 08, 2003

**CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY**

**ISSUE/AGENDA TITLE:** Initiation of Vacation proceedings for SW Mapleleaf Street and Unnamed Strip of Right-of-Way Vacation (VAC2002-00002)

**PREPARED BY:** Mathew Scheidegger      **DEPT HEAD OK** \_\_\_\_\_      **CITY MGR OK** \_\_\_\_\_

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**ISSUE BEFORE THE COUNCIL**

Should the City Council initiate the vacation proceedings for an approximately 26,258 square foot portion of public right-of-way commonly known as SW Mapleleaf Street and a 9,716 square foot strip of right-of-way south of SW Mapleleaf Street?

---

**STAFF RECOMMENDATION**

It is recommended that Council initiate the vacation proceedings for the 26,258 square foot portion of public right-of-way commonly known as SW Mapleleaf Street (Attachment 3) but not the 9,716 square foot strip formerly known as SW Oak Way.

---

**INFORMATION SUMMARY**

In the City vacation process there are two ways of initiating the vacation of streets, easements and other public dedicated areas. An applicant may file a vacation petition with the City Council, which initiates a vacation by passing a Resolution to schedule a formal public hearing to consider such requests. The second option is for an applicant to file a petition with the Planning Commission requesting a vacation. This requires signatures of all abutting property owners and of the owners of two-thirds of the properties affected by the vacation. The Planning Commission then makes a recommendation to the City Council based on compliance with the Comprehensive Plan. The School District is asking the City Council to initiate vacation proceedings.

Currently, Metzger School is built over a portion of Mapleleaf Street. The Tigard - Tualatin School District is going to replace the existing Metzger Elementary School with a new school at the same location. The School District is requesting to vacate 26,258 square feet of SW Mapleleaf Street and an approximately 9,716 square foot portion of right-of-way formerly known as SW Oak Way, which is a 14-foot-wide unimproved area running east to west, south of the School District property. There are no existing utilities in or along either right-of-ways to be vacated as shown in **Attachment 1, Exhibit C**. Portions of SW Mapleleaf have previously been vacated in 1978 (Ordinance No. 78-182). This ordinance vacated Mapleleaf east of SW 90th Avenue. Ordinance No. 89-19, vacated approximately 3,825 square feet of SW 93rd and SW Mapleleaf west of SW 90th Avenue in order to construct the Lincoln V office building and parking structure.

Chapter 18.810.040.B.1 of the Tigard Development Code states, "The perimeter of blocks formed by streets shall not exceed 2,000 feet measured along the right-of-way line except: **a.** Where street location is precluded by natural

topography, wetlands or other bodies of water, or pre-existing development; or **b.** For blocks adjacent to arterial streets, limited access highways, collectors or railroads. **c.** For non-residential blocks in which internal public circulation provides equivalent access. These standards are to provide connectivity and were adopted through the Transportation Systems Plan. With the vacation of Mapleleaf Street, the perimeter of the block will be approximately 2,600 feet. If the Oak Way portion is also vacated, the perimeter will be approximately 3,100 feet. Not vacating SW Mapleleaf Street would force the School District to build a two story structure and/or separate play areas from the school by the street. The applicant has indicated the school will provide pedestrian access across the property during non-school hours. Vacating SW Mapleleaf will require the School District to justify not meeting the perimeter standards in the conditional use hearing, which is scheduled for the 29th of April. If the standards listed above are not met, the applicant is to provide a public pedestrian easement or right-of-way at no more than 330 feet. Vacation of the SW Oak Way strip would make it more difficult to meet these standards. Whether the School District meets the standards will be judged by the Hearings Officer according to the code.

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### **OTHER ALTERNATIVES CONSIDERED**

Take no action at this time.

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### **VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY**

Not applicable.

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### **ATTACHMENT LIST**

**Attachments:**

Attachment 1: Letter Requesting Initiation of the Vacation

Exhibit A: Plat Map

Exhibit B: Aerial Photo

Exhibit C: Utilities Map

Attachment 2: Resolution Initiating the Vacation

Exhibit A: Mapleleaf Street Legal Description

Exhibit B: Mapleleaf Street Site Plan

Exhibit C: Unnamed strip of public right-of-way formerly known as SW Oak Way  
Legal Description

Exhibit D: Unnamed strip of public right-of-way formerly known as SW Oak Way  
Site Plan.

Attachment 3: Resolution Initiating the Vacation (**SW Mapleleaf Street Only**)

Exhibit A: Mapleleaf Street Legal Description

Exhibit B: Mapleleaf Street Site Plan

---

### **FISCAL NOTES**

There are no direct fiscal impacts as a result of this request as all fees have been paid by the applicant.



**Tigard - Tualatin School District 23J**  
**Larry Hibbard Administration Center**  
 6960 SW Sandburg Street  
 Tigard, Oregon 97223  
 503-431-4000 • fax 503-431-4047  
 www.ttsd.k12.or.us

December 27, 2002

Mayor Griffith  
 Members of Tigard City Council  
 City of Tigard  
 13125 SW Hall Boulevard  
 Tigard, Oregon 97223

Dear Mayor Griffith and Members of the Tigard City Council:


The following materials are provided to request a City-initiated street vacation of the following roadways located adjacent to and through properties owned by the Tigard-Tualatin School District. The attached Plat Map (Exhibit **A**) illustrates the location of the proposed vacations:

- A portion of Mapleleaf Street between Monroe and Lincoln (previously vacated streets)
- A portion of SW Oak Way, a 14 foot right-of-way south of Mapleleaf Street between Monroe and Lincoln (previously vacated streets)

The Tigard-Tualatin School District (the District) is requesting that the City Council bring forward these street vacations for the following reasons:

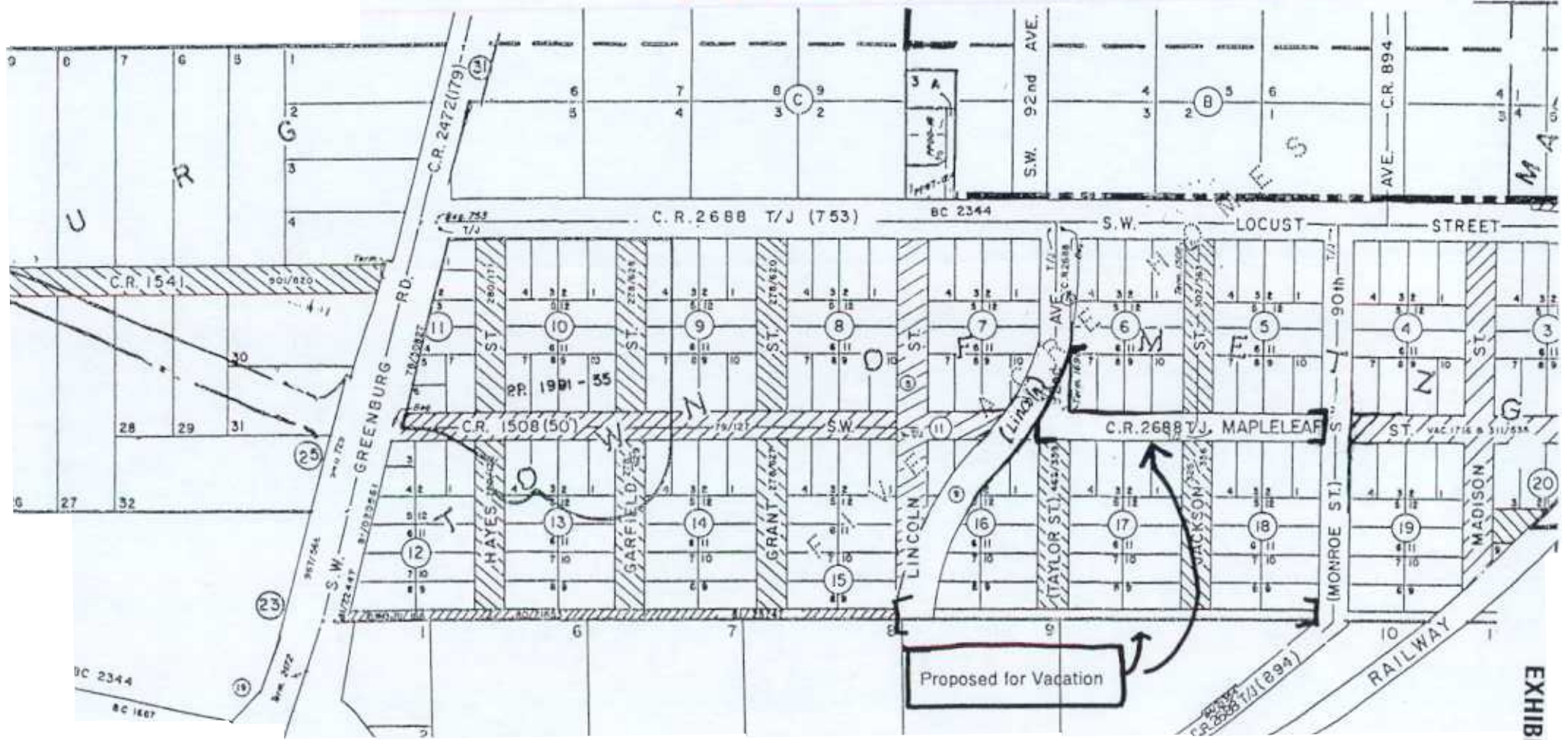
1. As shown on the Plat Map (Exhibit **A**), portions of the right-of-ways for both of these streets have already been vacated. The western portion of Mapleleaf Street was vacated in 1979; with the eastern portion of the Mapleleaf Street right of way vacated in 1988.
2. As shown on the Aerial Photo (Exhibit **B**), a portion of the Mapleleaf Street right of way is already covered by a portion of the existing Metzger Elementary School, constructed in the mid 1970's. This construction was approved as a Conditional Use by Washington County in 1972.
3. The District is interested in replacing the Metzger Elementary School with a new school at the same location. Development of a new school of sufficient size to meet the needs of the School District with adequate open space, amenities, and parking is extremely difficult unless these rights-of-way are vacated. In accordance with our discussions with City of Tigard Planning staff, the District will be applying concurrent to this request for a Conditional Use application for this development.
4. As shown on Exhibit **C**, Utilities Maps, there are no existing utilities in or along either right-of-way that we are requesting to be vacated.

SECTION 35 T1S, R1W W.M.  
SCALE: 1" = 200'

Previously Vacated 

Street Vacation Request [ ]

LEHMAN ACRE TRACTS





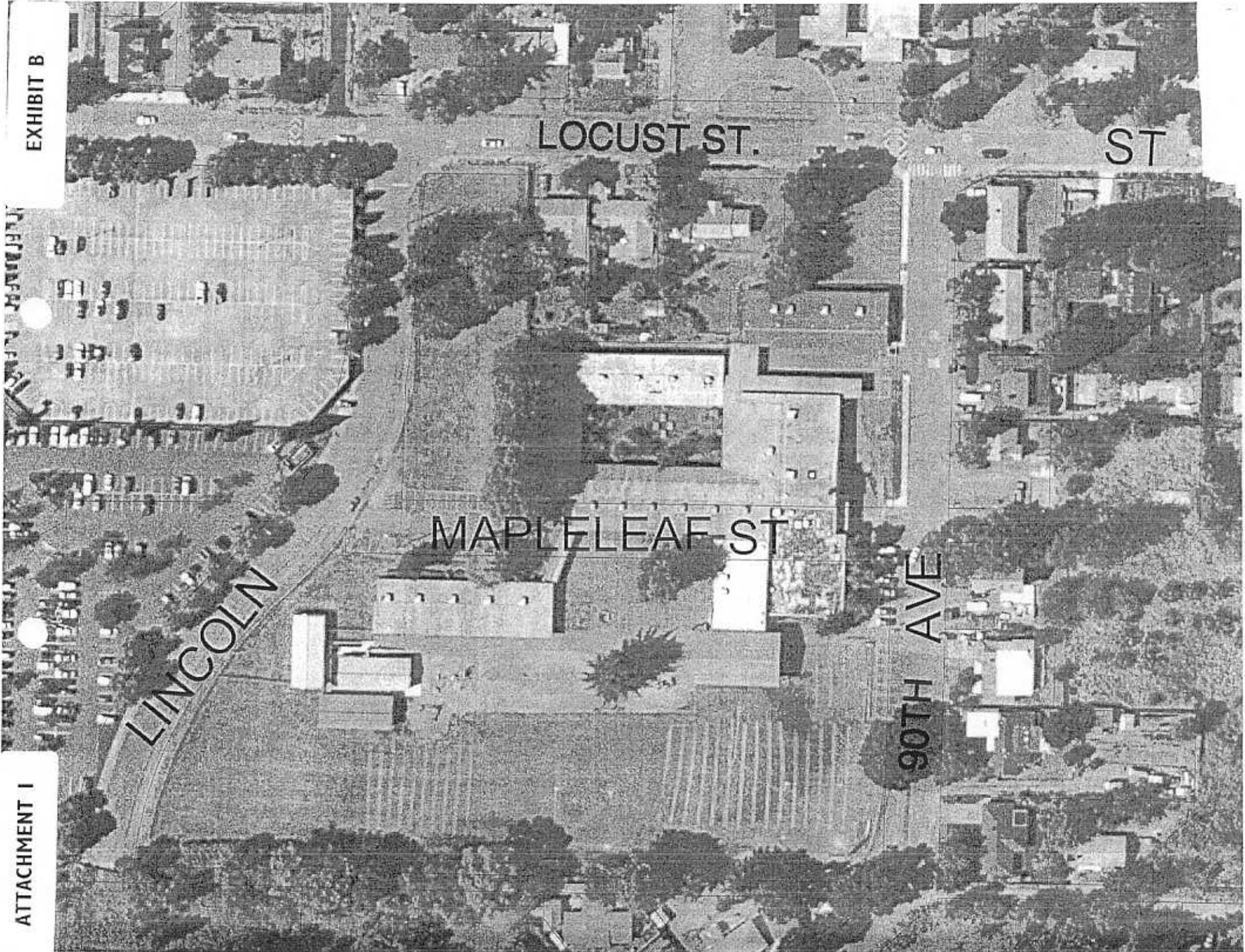
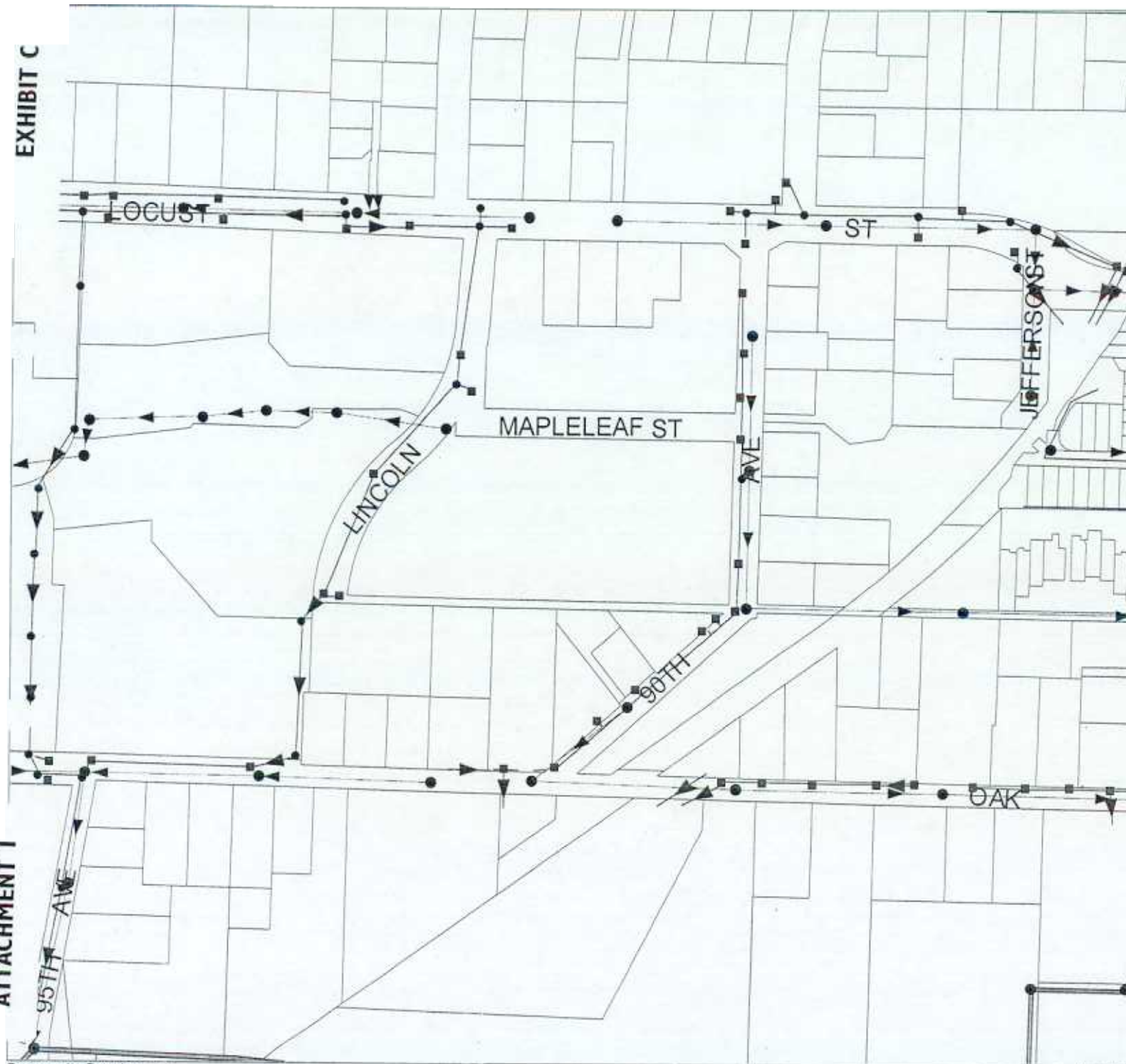


EXHIBIT C

ATTACHMENT I



CITY of TIGARD

GEOGRAPHIC INFORMATION SYSTEM

**VICINITY MAP**

=====

VAC2002-00002

=====

**Utilities Map**



N

0 100 200 300 Feet

1"= 242 feet



City of Tigard

Information on this map is for general location only and  
should be verified with the Development Services Division,  
13125 SW Hall Blvd  
Tigard, OR 97223  
(503) 639-4171  
<http://www.ci.tigard.or.us>

CITY OF TIGARD, OREGON

RESOLUTION NO. 03-

A RESOLUTION INITIATING VACATION PROCEEDINGS TO VACATE AN APPROXIMATELY 26,258 SQUARE FOOT PORTION OF PUBLIC RIGHT-OF-WAY BETTER KNOWN AS SW MAPLELEAF STREET AND AN APPROXIMATE 9,716 SQUARE FOOT STRIP OF RIGHT-OF-WAY FORMERLY KNOWN AS SW OAK WAY, WHICH LIES SOUTH OF SW MAPLELEAF STREET (VAC2002-00002).

---

WHEREAS, the approximately 26,258 square foot portion of the road had previously been dedicated to the public; and

WHEREAS, the applicant has requested that the City of Tigard initiate Vacation proceedings to vacate an approximately 26,258 square foot portion of public right-of-way, as described in **Attachment 2, Exhibit "A"** and shown in **Attachment 2, Exhibit "B"** better known as SW Mapleleaf Street; and

WHEREAS, the approximately 9,716 square foot portion of land had previously been dedicated to the public; and

WHEREAS, the applicant has also requested that the City of Tigard initiate Vacation proceedings to vacate an approximately 9,716 square foot portion of public right-of-way, as described in **Attachment 2, Exhibit "C"** and shown in **Attachment 2, Exhibit "D"**.

WHEREAS, the said portion of public right-of-way may no longer be necessary; and

WHEREAS, the Tigard City Council finds it appropriate to initiate Vacation proceedings for the requested public right-of-way vacation.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: The Tigard City Council hereby initiates a request for the vacation of an approximately 26,258 square foot portion of public right-of-way commonly known as SW Mapleleaf Street, as more particularly described and shown in **Attachment 2, Exhibits "A" and "B"** and a 9,716 square foot portion of public right-of-way particularly described and shown in **Attachment 2, Exhibit "C" and "D"** and by reference, made a part hereof.

SECTION 2: A public hearing is hereby called to be held by the City Council on May 27, 2003 at 7:30 PM in the Town Hall at Tigard City Hall, 13125 SW Hall Boulevard, within the City of Tigard, at which time and place the Council will hear any objections thereto and any interested person may appear and be heard for or against the proposed vacation of said public right-of-way.

EFFECTIVE DATE:

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2003.

---

Mayor - City of Tigard

ATTEST:

---

City Recorder - City of Tigard

RESOLUTION NO. 03-

Page 1



TIGARD-TUALATIN SCHOOL DISTRICT  
WASHINGTON COUNTY, OREGON  
RIGHT OF WAY VACATION  
JANUARY 7, 2003  
SHEET 1 OF 2

**LEGAL DESCRIPTION:**

PORTIONS OF THOSE RIGHT OF WAYS DEDICATED IN THE PLAT OF "TOWN OF METZGER", WASHINGTON COUNTY PLAT RECORDS, AS SW MAPLE LEAF STREET AND SW TAYLOR STREET LOCATED IN THE NORTHEAST ONE QUARTER OF SECTION 35, TOWNSHIP 1 SOUTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN IN THE CITY OF METZGER, WASHINGTON COUNTY, STATE OF OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**BEGINNING** AT THE SOUTHEAST CORNER OF LOT 10, BLOCK 5, SAID PLAT OF "TOWN OF METZGER", SAID POINT BEING ON THE WESTERLY RIGHT OF WAY LINE OF SW 90TH AVENUE (MONROE STREET) (25 FEET FROM THE CENTERLINE THEREOF);

THENCE LEAVING SAID WESTERLY RIGHT OF WAY ALONG THE NORTHERLY RIGHT OF WAY LINE OF SW MAPLE LEAF STREET (25 FEET FROM THE CENTERLINE THEREOF) SOUTH  $89^{\circ}34'00''$  WEST, 449.54 FEET TO THE EASTERLY RIGHT OF WAY LINE OF SW TAYLOR STREET (25 FEET FROM THE CENTERLINE THEREOF);

THENCE ALONG SAID EASTERLY RIGHT OF WAY LINE NORTH  $00^{\circ}29'26''$  WEST, 94.33 FEET TO THE EASTERLY RIGHT OF WAY LINE OF THAT CERTAIN EXCEPTED 60 FOOT WIDE STRIP OF LAND PER DEED DOCUMENT NO. 89-33482, RECORDED JULY 24, 1989, WASHINGTON COUNTY DEED RECORDS, BEING A PORTION OF REALIGNED SW 92ND AND 93RD AVENUES AS DEFINED IN SURVEY NUMBER 23508, WASHINGTON COUNTY SURVEY RECORDS;

THENCE SOUTHWESTERLY ALONG SAID EASTERLY RIGHT OF WAY LINE ALONG THE CURVE OF A 380.00 FOOT RADIUS CURVE CONCAVE TO THE NORTHWEST THROUGH A CENTRAL ANGLE OF  $19^{\circ}29'23''$  (THE LONG CHORD BEARS SOUTH  $22^{\circ}22'56''$  WEST, 128.64 FEET) AN ARC DISTANCE OF 129.26 FEET TO A POINT ON THE WESTERLY RIGHT OF WAY LINE OF SAID TAYLOR STREET;

THENCE LEAVING SAID EASTERLY RIGHT OF WAY LINE OF SAID SW LINCOLN STREET ALONG THE WESTERLY RIGHT OF WAY LINE OF SAID TAYLOR STREET SOUTH  $00^{\circ}29'26''$  EAST, 25.76 FEET TO A POINT OF INTERSECTION OF SAID WESTERLY RIGHT OF WAY LINE AND THE WESTERLY PROJECTION OF THE SOUTHERLY RIGHT OF WAY LINE OF SAID SW MAPLE LEAF STREET;

THENCE EASTERLY ALONG SAID WESTERLY PROJECTION AND SAID SOUTHERLY RIGHT OF WAY LINE NORTH  $89^{\circ}34'00''$  EAST, 499.54 FEET TO THE WESTERLY RIGHT OF WAY LINE OF SAID SW 90TH AVENUE;

THENCE ALONG SAID WESTERLY RIGHT OF WAY LINE NORTH  $00^{\circ}29'26''$  WEST, 50.00 FEET TO THE POINT OF BEGINNING.

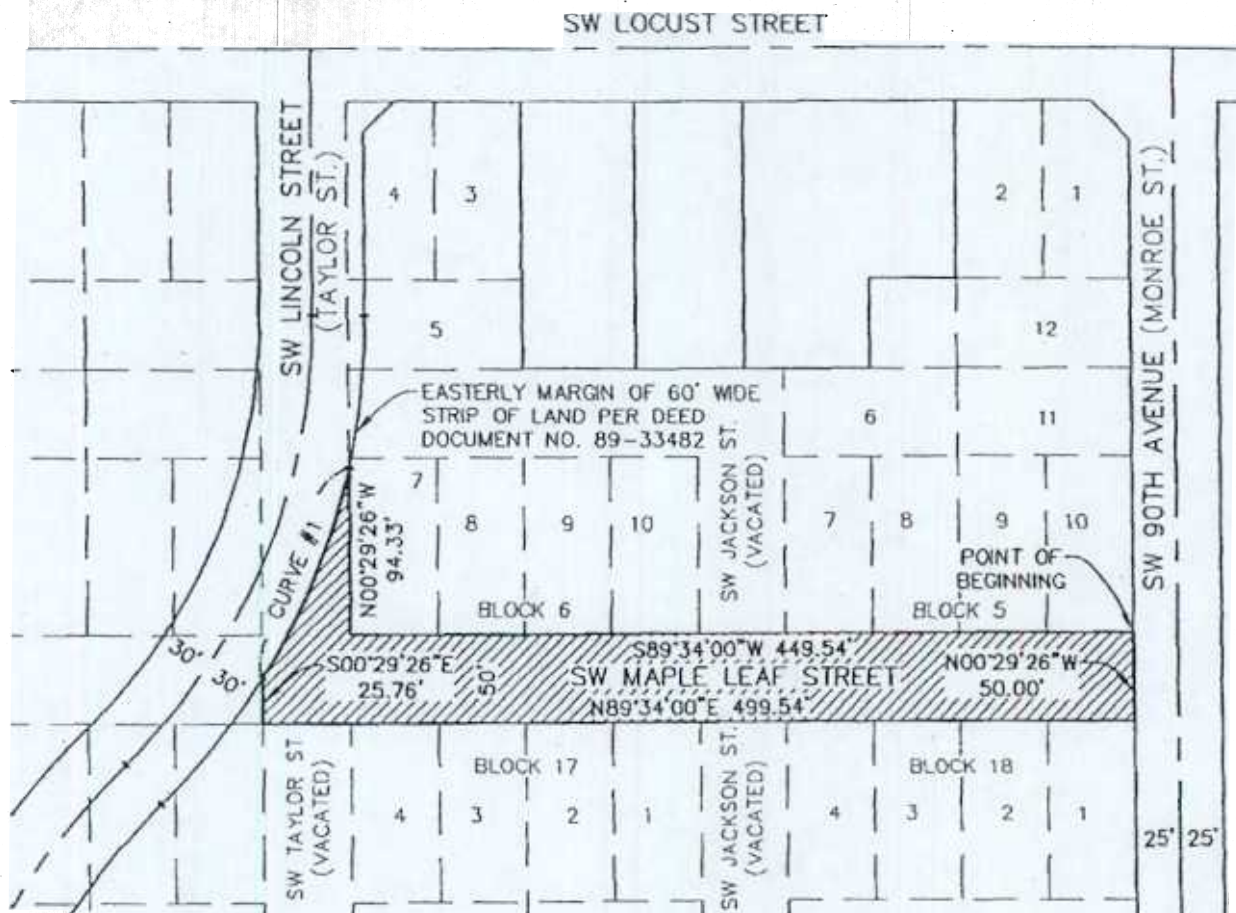
CONTAINING 26,258 SQUARE FEET OR 0.603 ACRES MORE OR LESS.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
NOV. 16, 1998  
MICHAEL D. FRANK  
53854

RENEWAL: 12/31/03

RIGHT OF WAY VACATION OF PORTIONS OF SW MAPLE LEAF AND SW TAYLOR STREETS  
 WITHIN THE PLAT OF "TOWN OF METZGER" LOCATED IN THE NE 1/4 OF SECTION 35  
 IN TOWNSHIP 1 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN  
 CITY OF TIGARD, WASHINGTON COUNTY, OREGON  
 JANUARY 7, 2003



CURVE #1  
 $\Delta = 19^\circ 29' 23''$   
 $R = 380.00'$   
 $L = 129.26'$   
 $CH = S22^\circ 22' 56'' W$   
 $128.64'$



SCALE 1"=100'

JOB NO. TSD3039 SHEET 2 OF 2

**W R G**  
**D E S I G N I N C .**

5415 SW WESTGATE DR., PORTLAND, OREGON 97221

☎ (503) 419-2500

FAX: (503) 419-2600

PLANNERS ■ ENGINEERS ■ LANDSCAPE ARCHITECTS ■ SURVEYORS

TIGARD-TUALATIN SCHOOL DISTRICT  
WASHINGTON COUNTY, OREGON  
RIGHT OF WAY VACATION  
DECEMBER 26, 2002  
SHEET 1 OF 2

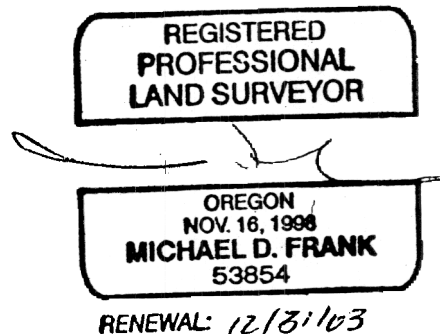
LEGAL DESCRIPTION:

PORTIONS OF THAT UNNAMED DEDICATED VARIABLE WIDTH RIGHT OF WAY IN THE PLAT OF "TOWN OF METZGER" LOCATED IN THE NORTHEAST ONE QUARTER OF SECTION 35, TOWNSHIP 1 SOUTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN IN THE CITY OF METZGER, WASHINGTON COUNTY, STATE OF OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

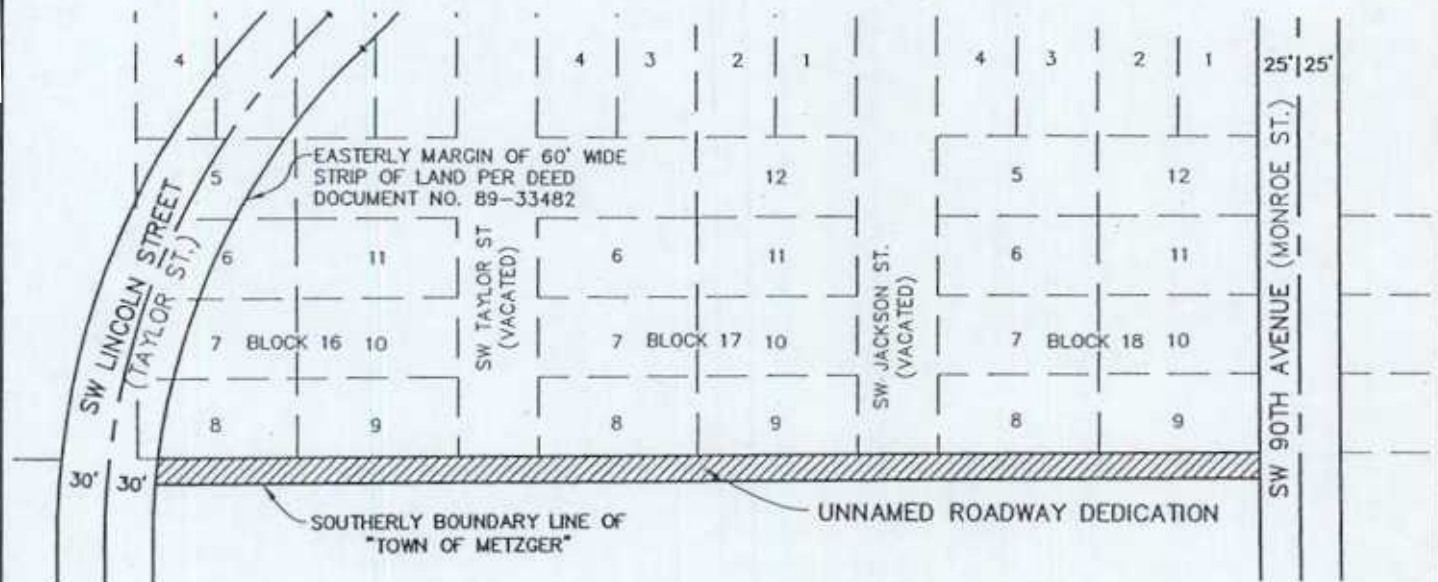
ALL OF THAT UNNAMED DEDICATED VARIABLE WIDTH RIGHT OF WAY LYING EASTERLY OF THAT EXCEPTED 60.00 FOOT WIDE STRIP OF LAND PER DEED DOCUMENT NO. 89-33482, RECORDED JULY 24TH, 1989, WASHINGTON COUNTY DEED RECORDS,

LYING NORTHERLY OF THE SOUTHERLY BOUNDARY LINE OF SAID PLAT OF "TOWN OF METZGER",

AND LYING WESTERLY OF THE WEST RIGHT OF WAY LINE OF SW 90TH AVENUE (MONROE STREET) (25 FEET FROM THE CENTERLINE THEREOF).



RIGHT OF WAY VACATION OF A PORTION OF AN UN-NAMED DEDICATED ROADWAY  
 WITHIN THE PLAT OF "TOWN OF METZGER" LOCATED IN THE NE 1/4 OF SECTION 35  
 IN TOWNSHIP 1 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN  
 CITY OF TIGARD, WASHINGTON COUNTY, OREGON  
 DECEMBER 26, 2002



SCALE: 1" = 120'

JOB NO. TSD3039 SHEET 2 OF 2

**W R G**  
 DESIGN INC.

5415 SW WESTGATE DR., PORTLAND, OREGON 97221

☎ (503) 419-2500

FAX: (503) 419-2600

PLANNERS • ENGINEERS • LANDSCAPE ARCHITECTS • SURVEYORS

CITY OF TIGARD, OREGON

RESOLUTION NO. 03-

A RESOLUTION INITIATING VACATION PROCEEDINGS TO VACATE AN APPROXIMATELY 26,258 SQUARE FOOT PORTION OF PUBLIC RIGHT-OF-WAY BETTER KNOWN AS SW MAPLELEAF STREET (VAC2002-00002).

---

WHEREAS, the approximately 26,258 square foot portion of the road had previously been dedicated to the public; and

WHEREAS, the applicant has requested that the City of Tigard initiate Vacation proceedings to vacate an approximately 26,258 square foot portion of public right-of-way, as described in **Attachment 3, Exhibit "A"** and shown in **Attachment 3, Exhibit "B"** better known as SW Mapleleaf Street; and

WHEREAS, the said portion of public right-of-way may no longer be necessary; and

WHEREAS, the Tigard City Council finds it appropriate to initiate Vacation proceedings for the requested public right-of-way vacation.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: The Tigard City Council hereby initiates a request for the vacation of an approximately 26,258 square foot portion of public right-of-way commonly know as SW Mapleleaf Street, as more particularly described in **Attachment 3, Exhibit "A"** and shown in **Attachment 3, Exhibit "B"** and by reference, made a part hereof.

SECTION 2: A public hearing is hereby called to be held by the City Council on May 27, 2003 at 7:30 PM in the Town Hall at Tigard City Hall, 13125 SW Hall Boulevard, within the City of Tigard, at which time and place the Council will hear any objections thereto and any interested person may appear and be heard for or against the proposed vacation of said public right-of-way.

EFFECTIVE DATE:

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2003.

---

Mayor - City of Tigard

ATTEST:

---

City Recorder - City of Tigard



TIGARD-TUALATIN SCHOOL DISTRICT  
WASHINGTON COUNTY, OREGON  
RIGHT OF WAY VACATION  
JANUARY 7, 2003  
SHEET 1 OF 2

**LEGAL DESCRIPTION:**

PORTIONS OF THOSE RIGHT OF WAYS DEDICATED IN THE PLAT OF "TOWN OF METZGER", WASHINGTON COUNTY PLAT RECORDS, AS SW MAPLE LEAF STREET AND SW TAYLOR STREET LOCATED IN THE NORTHEAST ONE QUARTER OF SECTION 35, TOWNSHIP 1 SOUTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN IN THE CITY OF METZGER, WASHINGTON COUNTY, STATE OF OREGON, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 10, BLOCK 5, SAID PLAT OF "TOWN OF METZGER", SAID POINT BEING ON THE WESTERLY RIGHT OF WAY LINE OF SW 90TH AVENUE (MONROE STREET) (25 FEET FROM THE CENTERLINE THEREOF);

THENCE LEAVING SAID WESTERLY RIGHT OF WAY ALONG THE NORTHERLY RIGHT OF WAY LINE OF SW MAPLE LEAF STREET (25 FEET FROM THE CENTERLINE THEREOF) SOUTH 89°34'00" WEST, 449.54 FEET TO THE EASTERLY RIGHT OF WAY LINE OF SW TAYLOR STREET (25 FEET FROM THE CENTERLINE THEREOF);

THENCE ALONG SAID EASTERLY RIGHT OF WAY LINE NORTH 00°29'26" WEST, 94.33 FEET TO THE EASTERLY RIGHT OF WAY LINE OF THAT CERTAIN EXCEPTED 60 FOOT WIDE STRIP OF LAND PER DEED DOCUMENT NO. 89-33482, RECORDED JULY 24, 1989, WASHINGTON COUNTY DEED RECORDS, BEING A PORTION OF REALIGNED SW 92ND AND 93RD AVENUES AS DEFINED IN SURVEY NUMBER 23508, WASHINGTON COUNTY SURVEY RECORDS;

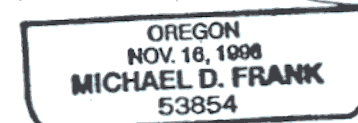
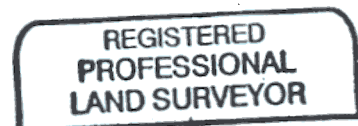
THENCE SOUTHWESTERLY ALONG SAID EASTERLY RIGHT OF WAY LINE ALONG THE CURVE OF A 380.00 FOOT RADIUS CURVE CONCAVE TO THE NORTHWEST THROUGH A CENTRAL ANGLE OF 19°29'23" (THE LONG CHORD BEARS SOUTH 22°22'56" WEST, 128.64 FEET) AN ARC DISTANCE OF 129.26 FEET TO A POINT ON THE WESTERLY RIGHT OF WAY LINE OF SAID TAYLOR STREET;

THENCE LEAVING SAID EASTERLY RIGHT OF WAY LINE OF SAID SW LINCOLN STREET ALONG THE WESTERLY RIGHT OF WAY LINE OF SAID TAYLOR STREET SOUTH 00°29'26" EAST, 25.76 FEET TO A POINT OF INTERSECTION OF SAID WESTERLY RIGHT OF WAY LINE AND THE WESTERLY PROJECTION OF THE SOUTHERLY RIGHT OF WAY LINE OF SAID SW MAPLE LEAF STREET;

THENCE EASTERLY ALONG SAID WESTERLY PROJECTION AND SAID SOUTHERLY RIGHT OF WAY LINE NORTH 89°34'00" EAST, 499.54 FEET TO THE WESTERLY RIGHT OF WAY LINE OF SAID SW 90TH AVENUE;

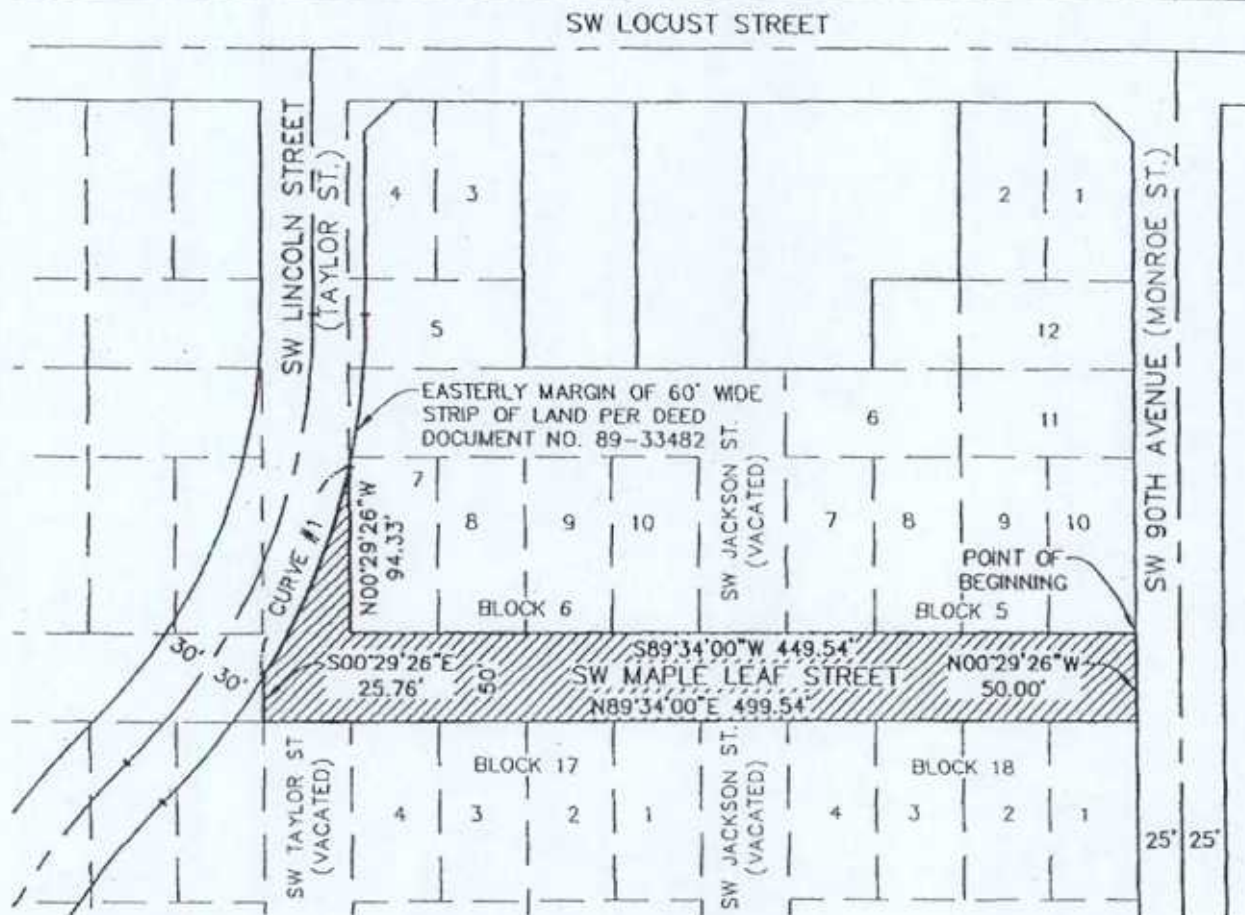
THENCE ALONG SAID WESTERLY RIGHT OF WAY LINE NORTH 00°29'26" WEST, 50.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 26,258 SQUARE FEET OR 0.603 ACRES MORE OR LESS.



RENEWAL: 12/31/03

RIGHT OF WAY VACATION OF PORTIONS OF SW MAPLE LEAF AND SW TAYLOR STREETS  
 WITHIN THE PLAT OF "TOWN OF METZGER" LOCATED IN THE NE 1/4 OF SECTION 35  
 IN TOWNSHIP 1 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN  
 CITY OF TIGARD, WASHINGTON COUNTY, OREGON  
 JANUARY 7, 2003



CURVE #1  
 $\Delta = 19^{\circ}29'23''$   
 $R = 380.00'$   
 $L = 129.26'$   
 $CH = S22^{\circ}22'56''W$   
 $128.64'$



SCALE 1"=100'

JOB NO. TSD3039 SHEET 2 OF 2

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AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF April 8, 2003

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Discussion with State Senator Ginny Burdick and State Representative Max Williams

PREPARED BY: Cathy Wheatley DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

ISSUE BEFORE THE COUNCIL

A discussion with State Senator Ginny Burdick and State Representative Max Williams on issues of interest to Council.

STAFF RECOMMENDATION

Identify issues of interest or concern for Senator Burdick and Representative Williams.

INFORMATION SUMMARY

The Legislative Assembly convened on January 13, 2003. As long as the Assembly is in session, Senator Burdick and Representative Williams planned to meet with Council on the 4<sup>th</sup> Tuesday of each month during the Council business meeting to update Council on legislative activities. Because of scheduling conflicts the legislators will meet with the Council on April 8 and cancelled their appearances at the Council meetings of March 25 and April 22.

OTHER ALTERNATIVES CONSIDERED

None.

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Communication Goal #1, Action Committee Strategy: "Encourage public participation through accessibility and education."

FISCAL NOTES

None.



AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF April 8, 2003

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Update on the New Tigard Library

PREPARED BY: Margaret Barnes DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

ISSUE BEFORE THE COUNCIL

Presentation by staff to update the City Council about the new library.

STAFF RECOMMENDATION

The purpose of this presentation is to communicate recent events and accomplishments related to the new Tigard Public Library.

INFORMATION SUMMARY

On May 21, 2002, Tigard voters passed a \$13 million bond measure for the construction of a new library of approximately 47,000 square feet. This amount will pay for land acquisition, the design, construction and furnishing of the new library, parking and related street improvements. The site of the new library is a 14.7-acre property located along Hall Boulevard near O'Mara Street.

Since the passage of the bond, the project has proceeded on schedule. With the design development phase completed, the architects are currently focusing on creating construction documents.

At this meeting, staff will report on the progress of the project and inform Council about the results of the April 3 site plan meeting. Staff will also provide updates on the groundbreaking ceremony on Saturday, May 17 at 10 a.m. and on fundraising efforts. The Tigard Library Foundation hopes to raise \$1 million to help complete the new library. The Friends of the Library have successfully raised funds for the past few years, which they are saving for the new library.

OTHER ALTERNATIVES CONSIDERED

None

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Goal #3: Adequate facilities are available for efficient delivery of life-long learning programs and services for all ages.

ATTACHMENT LIST

1. Set of PowerPoint Slides

N/A

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FISCAL NOTES



April 8, 2003

# What's New on the New Library?

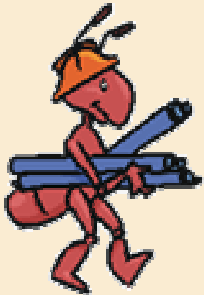
# Timeline...Countdown to a New Library



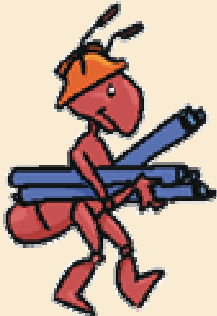
Bond Measure Passes	Spring '02	✓
Advertise for Architect	Summer '02	✓
Select Architect	Summer/ Fall '02	✓
Select General Contractor	Fall '02	✓
Sell Bonds	Fall '02	✓
Two Community Meetings on Library Design	Fall '02	✓✓
Purchase Property	Fall '02	✓
Design Library	Fall '02/ Winter '03	✓
Public Meetings on Site Master Plan for Fanno Creek Park Extension	Winter/Spring '03	✓✓
Groundbreaking	May 17, 2003	
Library Construction	Spring '03/'04	
Library Opens!	Summer '04	

# The Shape of Things to Come

SRG Drawing of new library exterior



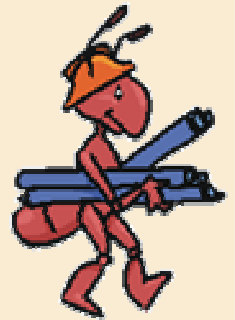
# Groundbreaking!



# Bricks for Books Campaign



- \*\* Purchase bricks at \$50 each to help pave the courtyard.
- \*\* Specify name for engraving.
- \*\* Make a lasting donation for the new library.



With a Little Help From  
Our Friends...

# Friends' Book Sale



Friday, May 2  
-- 9 a.m. to 5 p.m.

Saturday, May 3  
-- 9 a.m. to 3 p.m.



# For More Information on Library Project...

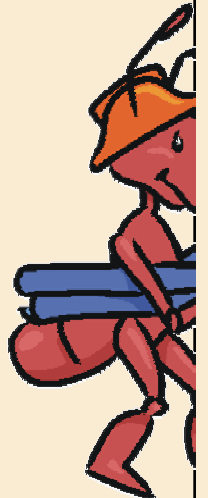
Contact:

[paula@ci.tigard.or.us](mailto:paula@ci.tigard.or.us)

503-684-6537, ext. 2508

Or check out the  
New Library web pages at:

[www.ci.tigard.or.us](http://www.ci.tigard.or.us)



AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF April 8, 2003

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Annual update on the City of Tigard Volunteer Program

PREPARED BY: Susan Koepping DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

ISSUE BEFORE THE COUNCIL

The annual update on the volunteer program provides the City Council and the community an opportunity to be informed about this vital and productive program.

STAFF RECOMMENDATION

No action required; information only.

INFORMATION SUMMARY

Volunteers are busy in all city departments where they work alongside city employees forming good city – community partnerships. By generously contributing their time, energy, skills and experience volunteers allow the city to stretch resources further while they develop their feeling of ownership in their community.

A wide variety of tasks are available allowing for satisfactory experiences for a wide variety of volunteers. More youth of the community are continuing to become involved as volunteers. Individually and in groups you will see youth in the Library and the Police Department as well as working on environmental projects in the streets, parks and greenways.

This annual volunteer report will show some of the volunteers who give so much, and you will hear from employees who work with volunteers.

OTHER ALTERNATIVES CONSIDERED

None

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

GOAL: City will maximize the effectiveness of the volunteer spirit to accomplish the greatest good for our community.

ATTACHMENT LIST

None

FISCAL NOTES

None

AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF April 8, 2003

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Strategic Financial Plan Discussion

PREPARED BY: Craig Prosser DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

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ISSUE BEFORE THE COUNCIL

Should the Council adopt the draft Strategic Finance Plan developed at a Council workshop on February 18, 2003?

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STAFF RECOMMENDATION

Adopt the Strategic Finance Plan

---

INFORMATION SUMMARY

At the 2003 Goal Setting session, Council identified a Strategic Finance Plan as its number one goal.

The City is facing a number of financial challenges over the next several years. On February 18, 2003, the Council discussed upcoming financial issues to put them in context, identify inter-relationships between the various issues, develop a preliminary timeline, and provide preliminary direction to staff on issues to be pursued and issues not to consider.

The February 18 discussion focused primarily on the revenue side of the issue. The other element of a Strategic Financial Plan is the expenditure side. That portion will be addressed in the annual Budget Process which is currently underway.

At the February 18 workshop, the Council categorized all upcoming issues in to Major and Other categories. The Council then identified the three top priorities within each category. The Strategic Financial Plan shows the results of these discussions.

In the major category, the top three priorities are:

1. Local Option Property Tax Levy
2. Bull Mountain annexation
3. New revenue sources

In the Other Issue Category, the top three priorities are:

1. Various fee and charge increases
2. Urban Renewal
3. Water Revenue Bond

If formally adopted by Council, the Strategic Finance Plan will be presented to the City's Budget Committee for review and consideration as the Budget Committee reviews the FY 2003-04 Budget. The Plan will help to frame Council discussions as it addresses financial issues that arise throughout the year. The Plan will also define the work plan of City staff as they work to implement the Council's priorities.

---

#### OTHER ALTERNATIVES CONSIDERED

Revise the draft Strategic Finance Plan to reflect different priorities.  
Do not adopt a Plan. Address issues on a case-by-case basis as they arise.

---

#### VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

This discussion supports Council Goal #1, Develop a long Range Financial Strategy. In addition, many of the items encompassed within this discussion relate directly to Vision Goals.

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#### ATTACHMENT LIST

Strategic Finance Plan

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#### FISCAL NOTES

The potential costs of each issue, if known, are shown in the Strategic Finance Plan.

# **Strategic Financial Plan**

## **Report**

**March 25, 2003**



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# Introduction

At its 2003 Goal Setting Session, the Tigard City Council identified development of a Strategic Finance Plan as its number one goal for 2003. The Council met in a workshop session on February 18, 2003 to consider information presented by staff on upcoming fiscal challenges and opportunities. Based on that information, the Council identified key priorities to be addressed over the next several years. The following report presents the Council's priorities along with summary-level background information on each of the issues considered by Council.

## Background

Over the past several years, Tigard has enjoyed a sound financial condition. Primary operating fund balances have remained strong. Tigard has worked hard to limit growth of expenditures and to manage existing revenue sources. Nevertheless, the long term outlook for City finances revealed declining fund balances as revenues fail to match the growth in expenditures. The growth in the City's primary General Fund revenue source, property taxes, was limited by Constitutional amendment to no more than 3% per year plus a proportional share of the value of new construction. Other key revenue sources (such as franchise fees and business taxes) are dependent upon the economy and have been affected by the recent recession.

On the expenditure side, Cost of Living increases, the cost of health insurance benefits, and increased retirement system costs for a portion of the City workforce have increased labor costs more than 5% per year. And, like the private sector, the City has seen its costs for oil and gas, utilities, and key services increase faster than the overall rate of inflation. In addition, citizens expect increasing levels of service at high quality.

The City's most recent five year financial forecast revealed more sharply declining fund balances with a General Fund deficit occurring possibly as early as FY 2003-04. This forecast clearly reflected recent economic conditions and price increases. Based on this information, City administration directed all departments to remove all new initiatives (except for the opening of the new library) from the five-year forecast. Staff also implemented a hiring slow-down and efforts to cut discretionary spending in the current fiscal year (FY 2002-03). The five-year financial forecast was then re-run based on the new information. The revised forecast projects a General Fund deficit in FY 2004-05. Under the Oregon constitution, governments are prohibited from experiencing deficits.

Because of this outlook, Council directed the development of a long term financial strategy.

# Methodology

In dealing with any sort of financial issue, there are two basic approaches: Raise revenues and cut expenditures. The FY 2003-04 budget process has been developed to elicit information about how city expenditures might be reduced. This information will be presented to the City Budget Committee as part of the FY 2003-04 Proposed Budget, so it was not specifically addressed by Council as part of its discussions on the Strategic Finance Plan. The Council identified priorities for the City, and gave staff preliminary direction to start developing and researching some new or increased revenue options, but for the most part, will not take any final action on those options until the Budget Committee has had the opportunity to review expenditure plans.

In reviewing information presented by staff, Council first developed a list of criteria and factors it used in evaluating issues. These criteria and factors are:

- Existing services
- User Fees (voluntary)
- Broad-based
- Existing source (increase rather than new)
- Cost of collection
- Non-resident contributions

The Council then reviewed the list of twenty issues presented by staff. They deleted one issue (Skate Board Park) and added one issue (Library Revenues).

Council then organized the 20 remaining issues into two categories: Major and Other. Major issues are large issues affecting a broad range of citizens and businesses, or which require a citywide vote for implementation. Other issues are generally narrower in scope, or which may be implemented without a citywide vote. (One issue, Urban Renewal, will require a citywide vote under the Tigard City Charter, but its application affects only a to-be-defined district within the City.)

Following the identification of the two categories, Council identified three top priorities within each category:

**Major**  
Local Option Property Tax  
Bull Mountain Annexation  
New Revenue Sources

**Other**  
Fee Increases  
Urban Renewal  
Water Revenue Bond



The following sections contain summary level information on each of the issues considered by Council.

## Next Steps in the Plan

The Strategic Finance Plan is intended to provide a road map for the City over the next two to three years as it addresses financial issues. Not everything identified within the Plan will be implemented. Some things not included within the Plan will be done. The Plan does, however, provide an overall framework to use in approaching financial issues.

Staff has already begun to conduct additional research and to develop issues identified as priorities for the Council. This information will be brought to Council within the timeframes identified for each individual issue in the following sections of this report.

In the meantime, staff is in the process of developing the City Manager's Proposed FY 2003-04 Budget. As part of this process, staff is looking at options to reduce City spending. The Proposed Budget will be presented to the City Budget Committee on April 28, 2003.

With all of this information in hand, the Council and the Budget Committee will determine the appropriate mix of expenditure reductions and revenue increases to address the City's financial challenges.



# Long Term Financial Issues

## Council Priorities

### Major Issues

(Citywide vote required and broad impact; big issue)

Priority	Potential Timing	Issue	Fund(s) Impacted	Amount	Method of Approval/ Implementation
1	2004	Tigard Local Option Property Tax Levy	General <i>(Revenue)</i>	TBD	Citywide vote
2	2004	Bull Mountain Annexation	General plus others <i>(Revenue &amp; Expenditure)</i>	Differing impacts on various funds and operations	Council resolution, Citywide vote, or Bull Mountain vote
3	2004	New Revenue Source(s)	General <i>(Revenue)</i>	TBD	Council Ordinance & Resolution
Other	TBD	Long Term Water Supply	Water <i>(Expenditure)</i>	\$80 to \$90 million	Council Resolution
Other	TBD	Urban Services	General plus others <i>(Revenue &amp; Expenditure)</i>	TBD	TBD
Other	?	Recreation District Creation, or Annexation to Tualatin Hills Parks and Recreation District	General <i>(Expenditure)</i>	TBD	Citywide (or larger) vote, or Council initiation of annexation
Low	2006	Transportation General Obligation Bond	Gas Tax, TIF <i>(Revenue &amp; Expenditure)</i>	\$25 million	Citywide vote
Low	?	Parks and Open Spaces Acquisition & Construction General Obligation Bond	Parks CIP, General <i>(Revenue &amp; Expenditure)</i>	TBD	Citywide vote

# Long Term Financial Issues

## Council Priorities

### Other Issues

(More limited impact, or implemented by Council action)

Priority	Potential Timing	Issue	Fund(s) Impacted	Amount	Method of Approval/ Implementation
1	2003	Parks Reservations Fee Increase	General (Revenue)	To Be Determined (TBD)	Council Resolution
1	2003	Room Reservations Fee	General (Revenue)	TBD	Council Resolution
1	2003	Traffic Citation Assessment Fee	General (Revenue)	\$10/citation \$67,000 per year	Council Resolution
1	2003	Non-Resident Police/Fire Service Fee	General (Revenue)	TBD	Council Resolution
1	2003	Franchise Fee Increases	General (Revenue)	\$720,000 to \$989,000 per year	Council Resolution
1	2003	Land Use Fee Increase	General (Revenue)	TBD	Council Resolution
2	2005	Urban Renewal	Several (Revenue)	TBD	Citywide vote
3	Summer 2003	Water Revenue Bond	Water (Revenue)	\$8.84 to \$20.84 million	Council Resolution
Other	2003	Street Maintenance Fee	Gas Tax (Revenue)	\$1.6 million per year	Council Ordinance & Resolution
Other	2003	Mechanical Building Fees	Building (Revenue)	TBD	Council Resolution
Other	TBD	City Buildings – Maintenance, Repair, and Expansion	General (Expenditure)	\$990,000	City Budget
Other	TBD	Library Revenues	General (Revenue)	TBD	Council Ordinance & Resolution, WCCLS Contract

## Long Term Financial Issues Other Jurisdictions

Potential Timing	Issue	Amount	Method of Approval/ Implementation
May 2004	WCCLS Operating Levy	\$50 million over 5 years 26¢ per \$1,000	Countywide vote
2003	PERS Increases	Employer rates projected to triple (or more)	State
January 2003	Failure of Measure 28	TBD	State
2003	Tri-Met Payroll Tax	Unknown	Tri-Met



# ***Strategic Finance Plan***

## ***Major Issues***





# Tigard Local Option Property Tax Levy Issue Summary

---

**Definition:** A Local Option Property Tax Levy is allowed under the Oregon Constitution (Measure 50) to increase the local property tax rate to pay for needed services. It cannot exceed a period longer than 5 years, after which, it must be re-approved by voters. It can be used for any purpose (i.e. General Fund support) or it can be dedicated to specific services (i.e. Library, Parks, Police, etc.)

**Revenue Required/Revenue Potential:** It is not yet known how much the City would require from a Local Option Property Tax Levy. That is dependent upon what combination (if any) of additional revenues or cuts in expenditures the Council wishes to pursue. A tax rate of 27¢/\$1,000 of assessed valuation will raise \$1,000,000 per year.

**Work Completed to date:** No work on a Local Option Property Tax Levy has been done to date. Departments have preliminarily forecasted funding needs, but those forecasts have not yet been reviewed by the Budget Committee.

**Implementation Action Required:** A Local Option Property Tax Levy must be approved by Council and placed on the ballot for approval by Tigard voters. It may only be voted on at one of the following elections:

1. May, subject to double-majority requirement
2. November of an odd-numbered year, subject to double majority requirement
3. November of even numbered year, subject to simple majority.

**Timing:** If a Local Option Levy is approved by voters in May 2004, the first revenues would be received by the City in November 2004. If the Levy is approved by voters in November 2004, the first revenues would be received by the City on November 2005.

**Advantages:**

- Broad based revenue source
- Easily understandable (traditional funding source, familiar to voters)
- Stable
- If approved as a rate per \$1,000, it will grow with growth in assessed values
- Well-established collection mechanism in place

**Disadvantages:**

- Short term solution – it expires after 5 years, and then must be renewed by voters
- Oregon voters have been limiting property taxes for the last 10 years. Tigard voters may not choose to increase their property taxes.
- Competition on the ballot from other jurisdictions requesting voters to approve funding measures

- Competition and confusion with WCCLS measure likely to be on the ballot in 2004

**Recommendation:** Continue to research and explore options with the goal of placing this issue before voters in May or November 2004.

**Council Priority/Discussion:** *Major Issue – 1*

*It will be important to coordinate this levy with other measures on the ballot, particularly the potential WCCLS Local Option Levy.*

# Bull Mountain Annexation Issue Summary

---

**Definition:** Annexation of approximately 1,400 acres and 7,300 residents in the Bull Mountain area to the southwest of Tigard.

**Revenue Required/Revenue Potential:** As of November 2001, General Fund Operating costs to serve the Bull Mountain area were estimated at \$2.2 million per year. General Fund operating revenues were estimated at \$3.8 million per year, so the area would more than pay for operating costs. Several capital funds, however, were projected to experience significant deficits in providing needed capital improvements to the area: Gas Tax – (\$345,000), Traffic Impact Fee – (\$7.6 million), and Parks CIP -- \$18.3 million).

Staff is currently reviewing this previous analysis to refine and update this information.

**Work Completed to date:** This annexation has received extensive review by staff and public discussion. Staff prepared a preliminary annexation report which identified potential operating and capital costs and revenues. Staff is currently updating that study. Council has discussed this annexation on several occasions. In addition, the City has conducted two open houses in the Bull Mountain area to solicit residents' issues and concerns.

**Implementation Action Required:** State law allows several methods for accomplishing an annexation:

1. Double Majority – petition from and majority of residents with a majority of the land value of the area. Annexation would be approved by the City Council.
2. Vote of the subject area – a vote of all residents in the affected area, with a majority deciding the question.
3. Vote of the subject area and the City, with a majority deciding the question.

**Timing:** The timing of further discussion of this issue is not yet determined. Timing of the annexation itself is critical. If the annexation becomes effective after March, the City will be responsible for providing services for up to a year and a half before residents start paying for those services.

**Advantages:**

- Improved services to residents of the Bull Mountain area, including police patrol, road maintenance, and other city services. Revenues are projected to more than cover the cost of those services.
- Residents obtain a voice in the governing and direction of the City of Tigard.
- Residents of the Bull Mountain area would start paying for those services that they currently use, including parks, library, and arterial roads outside of the area.

**Disadvantages:**

- The City of Tigard would assume responsibility for major capital needs of the area, primarily parks and roads. Revenues will not cover the costs of these facilities.
- Strong resident opposition could create hard feelings which could jeopardize other City initiatives.

**Recommendation:**

- Continue working with residents and Washington County to analyze the benefits and costs of annexation.
- Update the annexation study to refine cost, revenue and service needs analyses.
- Work to educate Bull Mountain and City residents of the issues surrounding annexation of this area.

***Council Priority/Discussion: Major Issue – 2***

## New Revenue Source(s) Issue Summary

---

**Definition:** There are many potential sources of revenue used to varying degrees by other jurisdictions within Oregon and nationally. It may be to the City's advantage to consider one or more of these sources to supplement other General Fund revenues. A partial list of potential sources includes such items as:

- Construction Excise Tax
- Local Gas Tax
- Local Hotel/Motel Tax
- Local Sales Tax
- Off-Street Parking Tax
- Payroll Tax
- Renter Service Fee
- Utility Account Tax

**Revenue Required/Revenue Potential:** Revenue potential of various options has not been determined. Potential candidates (if any) need to be identified before revenue potentials can be researched.

**Work Completed to date:** None

**Implementation Action Required:** Most of these types of revenue sources could be implemented by Council action. They would all be subject to referral, and some are more likely to generate interest in referral than others.

**Timing:** Generally speaking, development of a new revenue source is quite time consuming. In addition to the time required to research identified options and to structure a proposal, it is also generally advisable to develop an extensive public involvement process, which can also be time consuming. Most likely the earliest a new revenue proposal could be brought to Council would be in late 2004.

**Advantages:** Advantages of new revenue source will vary by the specific source developed. In general, however, new revenue sources will help to diversify the City's revenue base. This will help to insulate the City from fluctuations in the economy and will spread the burden of paying for City services. If constructed properly, new revenues can also increase equity within the City's revenue structure.

**Disadvantages:** New revenue sources are rarely popular. Specific sources may generate high levels of opposition from specific interest groups. This opposition could affect other City initiatives

If the source chosen is entirely new, there may not be a readily available collection mechanism. If it is necessary to set up a revenue collection mechanism, administration of the new revenue source could be expensive.

**Recommendation:** Direct staff to identify a preliminary list of potential revenue sources and to research issues related to those sources. Schedule a Council (or Budget Committee) workshop to present the results of that preliminary research. Make a determination following this workshop session whether or not to proceed with any new revenue sources.

***Council Priority/Discussion: Major Issue – 3***

*Explore options and potential for a local Beer and Wine Tax.*

# Long Term Water Supply and Water Rates Issue Summary

---

**Definition:** Tigard's vision document and Council goals both identify securing a long term water supply as an essential objective of the City.

**Revenue Required/Revenue Potential:** Tigard is currently participating in two efforts to secure its long term water supply: the regionalization of the Bull Run system with a collection of approximately 12 agencies, and joining the Joint Water Commission (JWC) and expanding the Scoggins Dam / Henry Hagg Lake complex.

The Bull Run regionalization proposal has developed a range of ownership models and scenarios that all hinge on the City of Portland regionalizing its water supply system and establishing a sale price. This option will cost the City of Tigard between \$67 and \$88 million dollars over the next 20 years.

The JWC proposal hinges on the ability to secure permits and approvals to modify Scoggins Dam. The JWC proposal would cost the City of Tigard between \$91 and \$93 million dollars over the next 40 years.

In summary, Tigard could be faced with making financial commitments with costs that best current estimates average approximately \$80 to \$90 million dollars over the next 20 to 40 year period. Both of these projects are consistent with and addressed specifically in the City's visioning documents. To help put these numbers in perspective, a \$5 dollar per month increase in each monthly water bill in the Tigard Water Service area would raise approximately \$1 million dollars annually.

**Work Completed to date:**

The City has completed two phases of study on the Bull Run regional process and is awaiting the City of Portland's determination of its interest and a sale price. The JWC project is proceeding through feasibility and environmental impact, and it will be approximately two years until staff can confidently say the project will move ahead.

**Implementation Action Required:**

The Intergovernmental Water Board will initially produce a recommendation to the City Council. Following that, the City Council will need to indicate its approval. The cost of the preferred option will be paid for by issuance of Water Revenue bonds, repaid over a 20 to 30 year period. Council would approve issuance of the Water Revenue Bonds by ordinance.

**Timing:**

Staff is currently beginning the negotiation process with the JWC staff to allow for a limited partnership arrangement for Tigard, hopefully as early as FY 2003/04. This "first

increment” of investment could cost up to \$12 million dollars. Decisions by Portland on sale price and continuing the regionalization decision are currently on hold, and Portland’s schedule is unknown. The next major decision for the Scoggins Dam project is approximately two years away.

**Advantages:**

The advantages of securing a permanent supply source are many: control, financial stability, adequate future supply, and quality control top the list.

**Disadvantages:**

Cost. Because the Tigard Water Service Area is so late in securing its source the costs are high, and Tigard will not have the benefit of time to spread costs over a long period.

**Recommendation:**

Staff will continue to update Council on options and costs, with a future recommendation to authorize issuance of one or more water revenue bond to purchase some portion of future supply as options finalize.

***Council Priority/Discussion: Major Issue – Other***



# Recreation District Creation, or Annexation to Tualatin Hills Parks and Recreation District Issue Summary

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**Definition:** Creation of a new Recreation District to service the Tigard/Tualatin area, or requesting annexation of this area to the Tualatin Hills Parks and Recreation District (THPRD). Such an action would be designed to improve parks and recreation services to area residents and to provide services not currently available. This issue, if implemented could help to address the Skate park Construction issue and the Parks and Open Spaces Bond issue, listed separately in this report.

**Revenue Required/Revenue Potential:** To be determined

**Work Completed to date:** Two years ago, a proposal was placed before area voters to create and fund the Atfalati Recreation District. The proposal was rejected by voters. No further action has been taken. Area residents have begun discussing this option again.

**Implementation Action Required:** For creation of a new district, cities in the proposed area would have to pass resolutions of support, followed by action by the Washington County Commission to place the proposal on the ballot. An approving vote by residents of the proposed district would be required.

For annexation to THPRD, it is not yet known what initiating action would be required. Presumably either cities within the area to be annexed and citizens could petition the THPRD Board for annexation.

**Timing:** Unknown. Discussions in the community are at a very preliminary stage.

**Advantages:** Creation of a new special district would provide additional parks and recreation opportunities to area residents if the measure also creates a sufficient funding base (presumably through a new permanent property tax rate for the new district.) Annexation to THPRD would accomplish the same end, by extending THPRD's existing tax rate to the newly annexed area. THPRD's permanent operating tax rate is \$1.3073 per \$1,000 of assessed valuation.

**Disadvantages:**

- Either option will increase property taxes to area residents
- Creation of a new district will multiply the number of overlapping jurisdictions, which could cause some confusion among residents and coordination issues between jurisdictions.
- Annexation to THPRD could also cause some confusion among residents and coordination issues between jurisdictions.

**Recommendation:** Take no action at this time. Monitor developments to see how this issue develops.

***Council Priority/Discussion: Major Issue – Other***

*The City will likely not be the major player on this issue. It appears to be arising through the School District discussions concerning closure of the school pools. If the move to create a new special district gets, however, the City will have to pass a resolution stating its position. If the City passes a resolution of support, this issue may impact the City's ability to achieve other priorities.*

# Transportation Bond Issue Summary

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**Definition:** A Transportation Bond is a funding mechanism whereby a local jurisdiction can sell bonds to perform transportation-related improvements. It requires a Citywide vote and the repayment of the bonds over a typical 10 or 20 year period would come from an increase in the local property tax rate.

**Revenue Required/Revenue Potential:** Approximately \$25 million is the revenue needed to address some of the key transportation-related improvements needed to improve local circulation in the City. The increase in the tax rate needed to support this amount would be dependent on the interest rate, on the City's assessed value, and on the length of the bond issue period. A bond issue for \$25 million at an assumed interest rate of 4.75% over a 10 year period would be 90¢ per \$1,000 of assessed value. At a 20-year period with an interest rate of 4.50%, the rate would be 55¢ per \$1,000 of assessed value. Hence, the expected range in election year 2006 would be between 50¢ and \$1.00 per \$1,000 of assessed value for a bond issue in the amount of \$25 million.

**Work Completed to date:** A Council-appointed Transportation Bond Task Force selected a list of transportation, safety, sidewalk, and pedestrian/bikepath projects to meet the City's goals of improving traffic safety, improving traffic flow, and enhancing pedestrian and bike transportation. Council approved the proposed list of projects and submitted a Proposed Transportation Bond in the amount of \$16 million as Ballot Measure 34-20 in the November 7, 2000 general election. The proposed bond issue did not pass. The need to address the major transportation improvement needs of the City has grown even more urgent since then. In January 2002, Council adopted the Tigard Transportation System Plan. This plan provides an extensive list of projects necessary to accommodate current and future traffic. It provides the basis for project selection for a future transportation bond issue.

**Implementation Action Required:** A Citywide vote of approval is needed for a bond issue. This requires simple majority in a general election, but requires a double majority in any other election.

**Timing:** The earliest that a bond issue could be submitted is in the 2006 general election. This is in recognition of the other ballot issues that need to be submitted in the 2004 election year.

**Advantages:** The reasons for proposing a Transportation Bond are as follows:

- Accelerates the design and construction of major transportation projects to increase capacity and enhance traffic flow. Some of these improvements are needed now to address current traffic problems.

- Improves traffic and pedestrian safety through intersection improvements and separation of various modes of travel (bike lanes and sidewalks) as part of the improvements.

**Disadvantages:** The drawbacks to the Transportation Bond are:

- It requires a vote of the citizens to increase their property tax. The voters have not shown an inclination to favor such an increase.
- Competition on the ballot from other jurisdictions may work against passage.
- May conflict with other City initiatives, depending upon what happens in election year 2004.

**Recommendation:**

The recommendation is that the City plan for a Transportation Bond issue in the amount of \$25 million to be submitted to the voters in election year 2006. This would require creation of a committee or task force to select projects that voters would deem as essential. It would also require a concerted effort by the City, City Council, and the community to conduct a public awareness campaign to convince the voters to approve the bond issue.

***Council Priority/Discussion: Major Issue – Low***

*This issue was assigned a low priority primarily because it is not expected to be ready to go to the voters until 2006.*

# Parks and Open Spaces Acquisition Bond Issue Summary

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**Definition:** A Parks and Open Spaces Acquisition Bond is allowed under Oregon Statutes. General Obligation bonds require a citywide vote, and if approved, authorize a special debt service property tax levy. The City could also issue other types of bonds, which do not require voter approval, but would have to identify a source of revenue to be pledged to annual debt service payments. The City currently does not have such a source of revenue.

In 1999 the City adopted a 10-year Park System Master Plan. This Park System Master Plan was the result of a comprehensive, collaborative effort between the citizens of Tigard, Tigard staff, and consultants. Tigard's Park System Master Plan is a comprehensive needs assessment and long range plan for meeting the community's parks and recreation needs over a ten-year period. The plan identifies many projects totaling over \$21,000,000. The plan examines the impacts of the community's growing demand for services, the effects of related planning efforts, the implications of demographic changes, and the contributions made by the park system in providing relief from high density urban development. Further, the plan sets forth a Capital Improvement Program (CIP) which functions as a framework plan or tentative list of projects for a ten-year period. The CIP is reviewed and updated annually to reflect the changing needs of the community and changes in available funding for financing park capital projects. Decisions regarding the actual expenditure of funds for individual park capital projects are incorporated into the City's annual budget process.

**Revenue Required/Revenue Potential:** The revenue required to accomplish the projects identified for the next 5-years (FY 03-04 thru FY 07-08) is approximately \$4,000,000. SDC generated revenue, based on recent actuals, are down over the last few years (approximately \$350K per year). As long as the economy remains as it is, it is projected that SDC funds will continue to remain flat during the next few years. A successful park and open space bond measure would provide the necessary revenues to acquire and development parks. A tax rate of 27¢ per \$1,000 of assessed valuation will raise \$1,000,000 toward annual debt service.

**Work Completed to date:** No work on a Parks and Open Spaces Bond Measure has been done to date.

**Implementation Action Required:** A bond measure must be approved by Council and placed on the ballot for approval by Tigard residents.

**Timing:** To be determined

**Advantages:**

- A bond measure would provide the funds necessary to supplement SDC funds for the acquisition and development of parks and open spaces
- Easily understandable (known funding source, familiar to voters)

**Disadvantages:**

- Tigard residents have been asked to increase taxes on several occasions over the past several years. Specifically, the successful passage of the new Library Bond and the School District Bond.
- Although additional bond funds would be advantageous, the projections show limited funding for parks operations and maintenance. The City may not be able to adequately maintain new facilities.

**Recommendation:** Do not consider a bond measure until the City is able to fund operating costs.

***Council Priority/Discussion: Major Issue – Other***

*The Council expressed several concerns about this issue: It may conflict with the City's number 1 priority – gaining voter approval for a Local Option Levy, the City does not currently have sufficient funds to maintain and operate the parks it already has, and it is not clear how this issue would relate to the possible creation of a new parks and recreation district.*

# ***Strategic Finance Plan***

## ***Other Issues***





## Parks Reservations Fees Issue Summary

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**Definition:** Resident and Non-Resident fees and charges for the use of park facilities, primarily shelter rentals, have been in effective for many years. The City currently charges non-resident's double the resident fee. Although funds derived from fees and charges are nominal, they help defray maintenance costs.

**Revenue Potential:** It is possible to increase the amount of revenue derived from fees and charges, thereby recovering a larger proportion of the cost of taking reservations and providing services to groups.

### *Current Park Reservation Fees*

Application Fee	\$10.00
Covered Picnic Area Rental	
Tigard Based Rental Rate	
Groups up to 50	\$6.00/hour
51 to 100	\$8.00/hour
101 to 150	\$15.00/hour
151 to 200	\$20.00/hour
201 to 250	\$25.00/hour
Non-Tigard Based Rental Rate	
Groups up to 50	\$12.00/hour
51 to 100	\$16.00/hour
101 to 150	\$30.00/hour
151 to 200	\$40.00/hour
201 to 250	\$50.00/hour
Soccer/Ballfields	
Tigard Based Rental Rate	\$4.00/hour
Non-Tigard Based Rental Rate	\$8.00/hour

**Work Completed to date:** A study of local area 2002 fees and charges has been completed. Public Works staff is currently preparing a recommendation to increase fees and charges. A substantial fee increase will be necessary if the City is to have fees and charges comparable to surrounding jurisdictions.

**Implementation Action Required:** Increased fees and charges must be approved by City Council.

**Timing:** It anticipated that a recommendation to increase fees and charges will be made during the budget approval process.

**Advantages:**

- Increased revenues will help to defray increasing maintenance costs
- Tigard fees will be more in-line with neighboring jurisdictions.

**Disadvantages:**

- Even though a substantial rate increase may be approved, the yield will remain nominal
- Residents will not like increase

**Recommendation:** Continue with analysis and make recommendation that puts Tigard's fees more in-line with neighboring jurisdictions.

***Council Priority/Discussion: Other Issues – 1***

# Room Reservation Fees Issue Summary

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**Definition:**

Room rental fees are currently charged for using the Tigard Senior Center and in limited circumstances the Town Hall and Water Auditorium. A fee could be charged to users for use of all City rooms.

**Revenue Required/Revenue Potential:**

At this time, the revenue potential is unknown. Room use fees will be set at a rate that covers the cost of staff time, utilities, and wear on the facilities.

With the completion of the new Library there will be additional revenue potential through that complex. In addition to the community room, there are two rooms within the Library that may be made available for renting during the Library's business hours.

Also, the proposed re-model configuration for the current Library building allows for two meeting rooms that could be rented by the public during non-business hours.

***Current Meeting Room Reservation Fees & Deposits*****Cleaning Deposit (Non-Senior Center)**

Groups of 80 or less	\$150.00
Groups of more than 80	\$250.00

**Cleaning Deposit (Senior Center)**

Groups of 80 or less - no food/bev	\$50.00
Groups of 80 or less - food/bev	\$150.00
Groups of more than 80 - no food/bev	\$100.00
Groups of more than 80 - food/bev	\$250.00

**Red Rock Creek Conference Room**

Class 1 and 2	\$0.00
Class 3	\$10.00/hr
Class 4	\$15.00/hr

**Richard M. Brown Auditorium**

Class 1 and 2	\$0.00
Class 3	\$30.00/hr
Class 4	\$35.00/hr

**Senior Center Activity Room**

Class 1 and 2	\$0.00
Class 3	\$10.00/hr
Class 4	\$20.00/hr
Class 5	\$25.00/hr

Senior Center Classroom or Craft Room		
	Class 1 and 2	\$0.00
	Class 3	\$5.00/hr
	Class 4	\$10.00/hr
	Class 5	\$15.00/hr
Town Hall		
	Class 1 and 2	\$0.00
	Class 3	\$20.00/hr
	Class 4	\$25.00/hr
Water Lobby Conference Room		
	Class 1 and 2	\$0.00
	Class 3	\$10.00/hr
	Class 4	\$15.00/hr

**Work Completed to date:**

No significant work has been done to date.

**Implementation Action Required:**

Room use fees are part of the City's *Room Use Policy* which was adopted by City Council. Policy changes, including the classification of room users and room rental fees, will need to be approved by City Council.

**Timing:**

Present the changes to the *Room Use Policy* to City Council by the end of May. If City Council approves the changes to the *Room Use Policy*, the changes in classification and fee amounts will become effective for reservations made from July 1, 2003 forward.

**Advantages:**

- The City will recover a larger portion of the cost of operating the program.
- It is a benefit-related fee. In other words, only those who use the rooms will incur the cost.
- The City will be providing citizen's with a low cost alternative for their personal room use.

**Disadvantages:**

Current room users will perceive the fee as a reduction in services. This will be especially true of non-profit groups.

**Recommendation:**

Proceed with updating the City's *Room Use Policy*.

**Council Priority/Discussion:** Other Issues – 1

# Traffic Citation Assessment Fee Issue Summary

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**Definition:** A Traffic Citation Assessment Fee is an additional charge levied on all persons who plead or are found guilty of committing a traffic violation. This charge is in addition to any fine or assessment levied by the municipal court.

**Revenue Required/Revenue Potential:** The current base fine for a traffic violation is \$50. In addition, the court collects additional charges for the Oregon Court System (unitary assessment) and Washington County. These additional costs total \$49. The total to the offender is therefore \$99. (A portion of this may be waived by the judge.) A Traffic Citation Assessment Fee would be \$10 per ticket, raising the total cost to the offender to \$109.

Based on 6,700 citations issued per year, this charge would raise \$67,000.

**Work Completed to date:** Information on a similar charge imposed by the City of Milwaukie has been collected. Tigard's charge could be modeled on the City of Milwaukie ordinance.

**Implementation Action Required:** Council would have to amend Tigard Municipal Code to create authority for the assessment. The Council would then have to add this charge to the Master Fee Resolution.

**Timing:** To be determined. This charge could be implemented by June 2003.

**Advantages:**

- The charge would help pay for police programs, including traffic enforcement, training, education, and community programs.
- The charge is targeted to those who generate costs in the Police department through violation of traffic codes.

**Disadvantages:**

- The addition of this charge would raise total costs charged to traffic offenders to an amount greater than the base fine (\$59 vs. \$50)
- Unless otherwise specified in Code, the municipal judge could waive this charge, thereby reducing collections

**Recommendation:** Consider adopting a Traffic Citation Assessment Fee by June 2003.

**Council Priority/Discussion:** *Other Issues – 1*

# Non-Resident Police/Fire Service Fee Issue Summary

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**Definition:** A Non-Resident Police/Fire Service Fee is a special fee charged to non-City, adult residents each time they receive service from the City. This type of fee is charged by several fire departments, including the City of McMinnville, for a variety of services, including traffic accidents.

**Revenue Required/Revenue Potential:** To be determined

**Work Completed to date:** None. Some minimal research has been done by the Police Department, but no in depth work has been done.

**Implementation Action Required:** Council would adopt an ordinance authorizing a fee and would then adopt a resolution amending the City's Master Fee Resolution

**Timing:** The Police Department reports that it could have research completed in about one month. Following that, Council could adopt this fee by June 2003.

**Advantages:**

- Non-residents would pay for services they receive that they do not currently pay for through payment of taxes or other means.
- This would help off-set Tigard taxpayers' costs for providing services to major regional attractors, such as Washington Square and Highway 99.
- Money raised would help pay for services in the Police Department which might otherwise have to be scaled back.

**Disadvantages:**

- Collection could be difficult since, by definition, all payers would be out-of-town residents.
- Other communities could feel that the reciprocity by which they provide services to Tigard residents while they are in other communities may be compromised.

**Recommendation:** Continue to research this proposal, with particular emphasis on the collection mechanism. Prepare a report for Council consideration within the next two months.

**Council Priority/Discussion:** *Other Issues – 1*

*Although this item was ranked as a #1 priority with the Other Issues category, along with other new fees and fee increases, Council expressed concern that this would be a difficult fee to collect. Staff was directed to research this issue further, but it may be dropped from further consideration.*

# Franchise Fees Issue Summary

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**Definition:** The City charges private utility companies a fee for use of public rights-of-way to string their wires, or lay pipes and conduit. The fee is calculated as a percentage of the utility's gross revenues collected within the City of Tigard. State law limits the maximum fees and taxes to no more than 5% for gas and electric and 7% for telecommunications. The City currently charges the electric utility 3.5%, the natural gas utility 3%, and telecommunications companies 5%. The City does not charge its water and sewer utilities any fee, though many cities do.

**Revenue Required/Revenue Potential:** Raising electric and natural gas franchise fees to 5% (the same as telecommunications) would raise approximately \$720,000 per year for the General Fund. Raising telecommunication franchise fees from 5% to 7% would raise approximately \$134,000. Charging a 5% franchise fee to the City's water utility would raise approximately \$135,000 per year.

**Work Completed to date:** No work has been done on this issue to date.

**Implementation Action Required:** Council resolution or ordinance.

**Timing:** The Northwest Natural Gas franchise agreement and many telecommunications franchise agreements require 180 days notice before any increase in the franchise fee.

**Advantages:**

- Builds off an existing collection that is in place and well established
- Broad based – it affects a wide variety of payers (though utility bills)
- Relatively stable revenue source
- Electric and natural gas utility rates have recently been lowered (following large increases last year). This will minimize impact on utility customers.
- Increasing gas and electric franchise fees to 5% would achieve equity among the private utilities.

**Disadvantages:**

- Increased fees will be passed on to utility customers, thereby increasing their bills
- Under state law, the incremental increase suggested would be itemized on customer bills
- Telecommunications companies are challenging local franchise authority nationally and in Oregon. Increasing franchise fees could add to this push.

**Recommendation:**

- Consider raising gas and electric franchise fees to 5%

- Do not increase telecommunications franchise fees. Maintain those at 5% to achieve equity among the private utilities
- Explore options for charging a franchise fee of no more than 5% on public utilities (water and sewer.) If options are feasible, consider instituting water and sewer franchise fees.

***Council Priority/Discussion: Other Issues – 1***



# Land Use Fees Issue Summary

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**Definition:** The City charges applicants for land use actions a variety of fees to recover costs associated with those applications. Fees were last increased in 2002, but that fee increase did not include any costs incurred by Engineering and Public Works in reviewing and processing applications. Support for Long Range Planning activities directly relating to development activity was also not recognized. Revisions to land use and building fees are necessary to capture costs associated with processing of land use applications.

**Revenue Required/Revenue Potential:** To be determined. This issue will be studied to develop a fee structure that will include recovery of costs for time worked by Engineering, Public Works, and Long Range Planning, in addition to time worked by Current Planning. The total revenue potential cannot be accurately determined until that study takes place.

**Work Completed to date:** Limited work has occurred to date. Time tracking procedures will be in place shortly.

**Implementation Action Required:** Council approval

**Timing:** Revised fees could be acted upon by Council by July 2003

**Advantages:**

- Development pays proportionate share of direct and indirect costs associated with processing land use and building applications.
- General Fund support of development activities would be reduced.

**Disadvantages:**

- Land use fees increase.
- Development-related fees could be higher in Tigard than in surrounding jurisdictions.
- Development-related fees supporting Long Range Planning activities are not common.

**Recommendation:**

- Proceed with analysis; include time tracking to determine costs.
- Develop a fee proposal to present to Council by July 2003

**Council Priority/Discussion:** *Other Issues – 1*

# Urban Renewal Issue Summary

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**Definition:** Creation of one or more urban renewal districts to generate dedicated revenues to pay for needed improvements in the Washington Square Regional Center, Downtown Tigard, and/or Commuter Rail Line. The Tigard Charter currently prohibits any renewal districts without an approving vote of the people.

**Revenue Required/Revenue Potential:** To be determined. The Washington Square regional Center Plan identifies substantial improvements needed in that area, with costs to match. These costs can only be partially covered by existing revenues and fund sources.

**Work Completed to date:** Council has received three informational briefings of the mechanics of urban renewal and urban renewal financing.

Council has approved the Washington Square Regional Center Plan and the Washington Square Regional Center financing plan, which identify needed improvements and potential costs.

Washington County is actively pursuing funding for the Commuter Rail Line and is exploring urban renewal as a means of providing funding for a portion of the improvements required, particularly in the area of Commuter Line Stations, of which Tigard will have two.

The Central Business District has discussed plans for needed improvements, but to date, not central vision or plan has emerged.

**Implementation Action Required:** City Charter prohibits the formation of any urban renewal district without an affirmative citywide vote. Council could refer one of two measures to the people:

1. An amendment of City Charter to remove the requirement for a citywide vote, or
2. Approval of one or more urban renewal districts.

**Timing:** To be determined

**Advantages:**

- Creation of a dedicated funding source, that grows with growth in assessed values in the urban renewal district, that can be used to pay for needed improvements.
- Public improvements paid for by urban renewal will spur private investment that will further increase values in the district, and will accommodate job and housing growth

- Once the urban renewal plan is accomplished and all costs are paid for, the assessed value is returned to the general tax roles and help pay for citywide service.

**Disadvantages:**

- Urban renewal “locks up” growth in assessed values during the life of the urban renewal plan, thereby limiting growth in tax revenues for all overlapping taxing jurisdictions.
- Urban renewal mechanics are complicated and difficult to explain to the public in an election setting.
- Creation of an urban renewal district requires the active support of major property owners within the proposed district.

**Recommendation:**

- Continue to explore urban renewal as an option for Tigard
- Work with property owners in the Washington Square Regional Center and the Tigard Central Business district, and with Washington County to assess the level of interest and support for urban renewal.
- Develop a proposed timeline for resolution of this question.

***Council Priority/Discussion: Other Issues – 2***

*Council recognized that this issue will require a citywide vote, either to form the district(s) or to remove the charter requirement for a citywide vote to remove the charter provision. This was placed in the Other Issues Category because it will primarily affect those areas chosen for inclusion within an urban renewal district, should one be formed.*

*If the decision is made to attempt to amend the City charter to remove the provision requiring a citywide vote to form a district, this issue will proceed in a two-step process (charter amendment, then formation of one or more districts).*

# Water Revenue Bond Issue Summary

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**Definition:** A water revenue bond is a type of bond backed by future water revenues (as compared to a general obligation bond which pledges property taxes as repayment). Tigard is considering this type of bond to finance capital improvements and possibly the up front or “buy in” costs the City would incur to secure a long term water supply.

**Revenue Required/Revenue Potential:** The City will be considering the use of water revenue bonds to finance all or a portion of the upcoming water reservoir/pump station/transmission piping project package, named the 550 ft Service Zone Water Supply System Improvements. This group of projects is currently estimated to cost \$8.84 million dollars.

In addition to the above, the City has been invited to enter into negotiations to become a partner in the Joint Water Commission (JWC). The City hopes to negotiate an ownership percentage that would allow the City to obtain up to 4 million gallons per day (MGD), and to allow the costs to Tigard to be paid over time as a component of water purchase costs. The JWC could require this to be a cash arrangement. Staff anticipates completing this negotiation by April, 2003. Buy in costs could range from \$2 to \$3 per gallon. Assuming the most expensive, where the City would be successful in obtaining 4MGD at a cost of \$3 per gallon and the current JWC owners demanded cash, Tigard would need to raise an additional \$12 million dollars via revenue bonds.

In summary, Tigard could be looking to issue up to \$20 million dollars of revenue bonds within the next two years. Both of these projects are consistent with and addressed specifically in the City’s visioning documents.

**Work Completed to date:** The City has currently done two things in anticipation of these expenses: the Council passed a resolution that sets water rates for the next three fiscal years, and the City has retained a consultant to develop a water financial planning and rate model to better evaluate out options and scenarios. This rate model also will be important in the issuance of water revenue bonds.

**Implementation Action Required:** The Intergovernmental Water Board will initially produce a recommendation to the City Council. Following that, the City Council may authorize the issuance of revenue bonds by ordinance.

**Timing:** Staff work will begin soon, with the actual issuance of the bonds anticipated late in 2003 or early 2004

**Advantages:** Revenue bonds are excellent funding mechanisms for utility capital improvements for three reasons: (1) they do not compete with other public funding

based on general revenues and they do not require voter approval, (2) they extend the concept of “cost of service” principles where a user of a utility pays their proportional share of the cost to provide that specific service, and (3) they spread the cost of an improvement to future users of that improvement (intergenerational equity). Revenue bond repayment periods are generally also shorter than the useful life of the project they fund. In addition the current costs of borrowing money are very favorable.

**Disadvantages:** Not using bonding of some type puts our utilities into the business model of pay cash as you go which is not viable where such large amounts of capital are needed. In addition, revenue bonds carry have a higher interest rate than general obligation bonds, because their repayment is based on the financial stability of the system and not on an unlimited power to tax.

**Recommendation:** Staff will continue to update Council on options and costs, with a future recommendation probably being to authorize issuance of one or more water revenue bond issuances.

***Council Priority/Discussion: Other Issues – 3***

# Street Maintenance Fee Issue Summary

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**Definition:** The Street Maintenance Fee is a monthly fee based on use of the transportation system, and is typically based on trip generation rates. The fee would be charged to each household and business in the City and would be collected through the City's regular monthly sewer and water bill. The intent is to have the users of the road system share the costs of the corrective and preventative maintenance needed to keep the street system operating at an adequate level. The revenue received through the fee would be dedicated to maintenance of the street system.

**Revenue Required/Revenue Potential:** Approximately \$1,605,000 is needed for the following: \$800,000 for street maintenance, \$445,000 for street light and traffic signal system energy and maintenance costs, \$270,000 for rights-of-way maintenance on collectors and arterials, and \$90,000 for sidewalk maintenance on collectors and arterials. The proposed charge for single family residential structures is \$2.54 per month, and for multi-family units \$1.76 per month per unit.

**Work Completed to date:** The implementation of this fee was recommended to the City Council over a year and a half ago by the City's Transportation Financing Strategies Task Force, a citizen task force formed to evaluate and recommend to Council feasible alternative funding sources for street maintenance and street expansion needs. The Task Force conducted an extensive public process to enhance citizen awareness of the need for the proposed fee and to receive input from citizens and businesses. The proposed fee has been discussed with Council several times and is again scheduled for further Council discussion at the March 18, 2003 workshop meeting. Council direction on the possibility of adoption will be requested at that meeting.

**Implementation Action Required:** Council has the authority to establish the Street Maintenance fee. The proposed fee would be adopted by ordinance and the rates to be charged would be established by resolution.

**Timing:** If Council does approve implementation, the effective date for the fee would be set several months after Council adoption of the ordinance and resolution. This would give the City of Tigard staff sufficient time to set up the fund and do the necessary work to ensure that the amounts can be incorporated on the utility bills without a glitch in the billing process.

**Advantages:** The following are the reasons for adopting the fee:

- Would provide a new, stable source of revenue for street system maintenance.

- The gas tax revenues are not restricted to maintenance, but can be used for a wide variety of needed street improvements. However, these funds have been used primarily for maintenance because of the large maintenance backlog and the inadequacy of the current gas tax rate to address anything beyond that. The proposed Street Maintenance Fee would supplement the gas tax and would be used in the maintenance of the street system. This would allow use of some gas tax revenues to address reconstruction, installation of crucial pedestrian connections, and other street improvement needs.
- Would allow the City to establish a long-term plan to address the \$4 million backlog in street maintenance needs.
- Early adoption of the fee could establish that new revenue source before the state legislature proposes any preemptive action directed against implementation of street utility fees.

**Disadvantages:** The following are the drawbacks to adoption of the fee:

- The fee would have residential land uses pay 28% of the total amount with the rest coming from non-residential land uses. Some businesses oppose it because of its heavy charges to the commercial sector.
- Some opponents are labeling the fee as a tax. Depending upon how the fee is structured, it could be construed as a tax.
- The Oregon Grocery Industry Association has threatened to take legal action to stop implementation of the fee.
- It could be referred to the voters through the initiative process.
- The implementation of the fee could interfere with other City initiatives, such as a possible operating levy and a transportation bond issue.

### **Recommendation:**

The recommendation is that City Council adopt the fee and direct implementation. This would raise new revenue for urgently needed maintenance of the street system. Many cities have either taken action or are seriously contemplating initiation of a similar fee. Future legislative action could affect the fee adoption, if delayed.

### **Council Priority/Discussion:** *Other Issues – Other*

*The Council position on this issue has not yet been decided. Some members have expressed strong support. Some members have expressed strong reservations, particularly about the timing of this issue. Council will hold further discussions on this issue.*

# Mechanical Building Fees

## Issue Summary

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**Definition:** Mechanical Building fee increase to recover costs. Fees for building and plumbing are not proposed for increase. These fee increases will not affect the General Fund.

**Revenue Required/Revenue Potential:** Unknown at this point. Mechanical fees are budgeted in the Building Fund. Overall, the Building Fund is in good condition due to cost recovery of the other specialty fees for other trades (building, plumbing, etc.), but fees from the other trades are subsidizing the mechanical trades. Policy established by state law discourages (but does not prohibit) subsidies between the trades.

**Work Completed to date:** All building fees were increased in 1999 and 2000 after 20 or more years of no increases. These increases were accomplished following a building study and several public hearings. No work has been done since 2000 on any building fee increases.

**Implementation Action Required:** Adoption of resolution establishing revised fees following a public review process mandated by state law.

**Timing:** Fee increase should be coordinated with yearly fee updates in June 2003.

**Advantages:**

- Mechanical permit fees will be made current and will pay for the cost of providing service.
- A mechanical fee increase will decrease the subsidy from other building specialty trades for the cost of mechanical inspections and plans checks.

**Disadvantages:**

- Any increase will increase costs for builders and remodelers and could be passed on the purchasers of new and remodeled buildings.
- The building industry has traditionally opposed Tigard building fee increases.

**Recommendation:** Proceed with fee study and consider increasing fees by June 2003.

**Council Priority/Discussion:** *Other Issues – Other*



## Urban Services Issue Summary

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**Definition:** Services for areas outside existing City limits, but within the City's urban services boundary (other than Bull Mountain). This includes the areas to the south and west of Bull Mountain soon to be brought into the urban growth boundary.

**Revenue Required/Revenue Potential:** Unknown at this point.

**Work Completed to date:** No work has been completed to date on this issue.

**Implementation Action Required:** At some point, the City will be required to provide public services to areas outside the existing City limits but within the City's urban services boundary. This will not occur until after those areas are annexed. No work to identify those potential costs and revenues has been done to date. Public Facilities and Service Plans are needed to assess existing and future needs.

**Timing:** To be determined. Considerable resources will be necessary to complete necessary studies.

**Advantages:**

- Improved services to residents of the urban services area, including police patrol, road maintenance, and other city services.
- Residents obtain a voice in the governing and direction of the City of Tigard.
- Residents of the urban services area would start paying for those services that they currently use, including parks, library, and arterial roads outside of the area.

**Disadvantages:**

- The City of Tigard would assume responsibility for capital needs of the areas. These needs could be substantial.
- Resident opposition could create hard feelings which could jeopardize other City initiatives.

**Recommendation:**

- Conduct a preliminary, high-level survey to attempt to define major service issues within these areas.
- Identify logical areas of opportunity /need.
- Prepare a preliminary timeline for additional work, consistent with existing staff resources and workload.

**Council Priority/Discussion:** *Other Issues – Other*

## City Buildings – Maintenance, Repair, Expansion Issue Summary

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**Definition:** The City owns and operates several buildings, including City Hall, the old Library, the Police Department, the Niche, the Senior Center, the Public Works Building and annex, and Canterbury Water facility. In addition, the City operates the Water Building, which is owned by the Tigard Water District. The City does not have a dedicated source of funding to provide for the maintenance, repair or expansion of these facilities. The City has traditionally set aside General Funds in anticipation of future building needs.

### **Revenue Required/Revenue Potential:**

Projects identified to date include:

- FY03/04 Projects
  - HVAC Replacement Project for the Senior Center – \$50,000
  - Seismic Upgrade Project for the Police Dept. – \$40,000
  - Access Control for Water Building Facility & Canterbury Water Facility security – \$90,000
  - Space Planning for the Water Building – \$30,000
  - Construction Drawings & Construction Administration for Old Library/City Hall Remodel – \$136,050
  - Office Renovations Old Library/City Hall – \$500,000
- FY04/05 Projects
  - Office Renovations Old Library/City Hall – \$600,000
- FY05/06 Projects
  - Water Building Renovations – \$500,000
- FY06/07 Projects
  - Senior Center Seismic Upgrade – \$45,000

In addition to identified projects, there is a need for contingency funds for needs that may arise during the planning period.

The total cost of remodeling and upgrading the old library and City Hall for new uses is estimated to cost \$1.16 million. The City currently has a set aside of \$1 million for this project.

No set aside exists for other identified needs.

**Work Completed to date:** A seismic study of city facilities was performed in 2000 to identify the seismic upgrade needs of the facilities. A consultant was hired this fiscal

year to identify current and future space needs for the City and to provide a layout of the space usage of the old library and the City Hall based on those needs. This study is near completion.

**Implementation Action Required:** Projects will be identified and approved in the City's Capital Improvement Plan. Annual funding is provided through approval of the City Budget.

**Timing:** It is anticipated that the projects identified will be implemented according to the budget approval of the fiscal years indicated if necessary funding is available.

**Advantages:**

- Provides for greater security of facilities
- Meets the long term growth needs of the City
- Provides for a safe and effective work environment for staff and the public
- Improved use of facilities to provide better customer service
- Provides for more meeting rooms for public use

**Disadvantages:**

- No dedicated funding source. Capital funding need must compete with operating funding needs.
- Delaying projects would result in increased cost of projects and increased safety and or security risks

**Recommendation:**

- Develop a capital plan for all City facilities, including identifying renewal and replacement and upgrade needs.
- Develop a policies and a plan for funding renewal and replacement needs during the annual budget process.
- Present recommendations to the City Budget Committee and the City Council for their review and approval.

**Council Priority/Discussion:** *Other Issues – Other*

# Library Revenues Issue Summary

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**Definition:** Several potential sources of revenue have been used to varying degrees by other public libraries within Oregon and nationally. If the City wishes to explore other revenue sources to supplement General Fund revenues, a partial list of potential sources could include:

- Increase existing fine structure
- Potential Coffee Bar-New Library
- Review current level of existing fees
- Develop new or increased fees for some services
- Investigate charging a fee for circulation of specific items within the collection
- Work with other libraries in the County cooperative to revise the funding formula to more accurately reflect how libraries are used.

**Revenue Required/Revenue Potential:** Revenue potential of various options has not been determined. Potential candidates (if any) should be identified before focusing research on specific revenue potentials.

**Work Completed to Date:** Preliminary research has been conducted on increasing the existing fine structure. All members of Washington County Cooperative Library Services must agree to an increase in the fine structure in order for that increase to be implemented. Some other potential revenue items must also be reviewed within the context of the existing contractual agreement between the City of Tigard and Washington County for providing library services.

The City has completed a preliminary analysis and development of an RFP for the selection of a coffee bar vendor. The coffee bar for the new library may draw people to visit the library and provide an enhanced overall experience for the public. Further research would be required to determine how much revenue the coffee operation may generate for the City. More people visiting the library and borrowing materials will help to generate additional revenue from WCCLS as the current formula is heavily dependent upon the level of circulation of library materials.

Tigard Library has been involved in extensive discussions regarding revisions of the Washington County Cooperative Library Service (WCCLS) funding formula to better reflect the changing ways in which libraries are used. The current formula generates \$1,224,590 for the Tigard Library in FY 2002-03. This level of funding is expected to drop approximately \$150,000 next fiscal year due to the loss of the WCCLS Local Option Levy last November. The current funding formula is heavily dependent upon circulation increases. To the extent that circulation at any one library increases at a lower rate than the average for the system as a whole, that library loses funding. This

has happened to the Tigard Library over the past few years. The current formula does not recognize the population served, nor does it recognize the amount of taxes that service population pays to WCCLS. The City is continuing efforts to revise the funding formula.

A member of the City Council has also suggested exploring fees for borrowing a portion of the collection, such as videos and DVDs. Such a fee is feasible, but it would counter the historical mission of public libraries to provide free materials to the public. It may also lower circulation, which would, in turn, lower funding from WCCLS.

**Implementation Action Required:** Some types of revenue sources would need to be implemented by agreement with WCCLS. Others could be implemented by Council action.

**Timing:** The time required to implement new or increased fees and charges at the Library is unknown. It would vary by type of fee or charge. Discussions with WCCLS member libraries would likely take time. In addition, a total new fee, such as a video rental fee, would most likely require an extensive public involvement/review process. Most likely, the earliest a new revenue proposal could be brought to Council would be in late 2003.

**Advantages:** New revenue sources could help diversify the City's revenue base. This might help to insulate the City from fluctuations in the economy and will spread the burden of paying for City services.

**Disadvantages:** The WCCLS contract guarantees free access to collections for everyone in the County in accordance with the nation's historic commitment to public libraries. Charging fees for library materials and services could have a number of negative impacts. The increase in library use has been attributed partly to the recession as an alternative for people to look for new jobs and provide educational opportunities for their families in these tight economic times.

Specific sources may generate high levels of opposition from library users. This opposition could affect other City initiatives, as well as a possible effort to pass the countywide library levy in 2004. Directly, it may affect the positive community support for the new library. If the source chosen is entirely new, there may not be a readily available collection mechanism.

**Recommendations:**

- Continue to work to revise the WCCLS funding formula to obtain a more equitable distribution of funds.
- Research potential revenue generation from coffee bar in new library.
- Work with other WCCLS libraries on a possible library fine increase.
- Review revenue options to identify possible new sources.

**Council Priority/Discussion:** *Other Issues – Other*

# Skate Park Construction Issue Summary

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**Definition:** A local Skate Park Task Force recommended to Council that the City provide funding for the design of a potential skate park facility in Tigard. The council approved up to \$20,000 to design a facility. The design was approved by Council on November 26, 2002. The design can be built in three phases (15K, 20K & 25K square feet). Currently the Task Force has not been able to find a site for the skate park. Locations at a City park and on School District property have run into strong opposition due primarily because of locations close to neighboring homes. Further, fundraising efforts have not gotten off the ground, having been delayed by the inability to secure a site location.

**Revenue Required/Revenue Potential:** The following revenues are required for construction of a skate park in Tigard.

- 15K sq. ft. \$642,000, fundraising = \$392,000 and \$250,000 – funding source undetermined at this time (auxiliary costs such as parking, infrastructure, street improvements, restrooms, etc.)
- 20K sq. ft. \$769,000, fundraising = \$519,000 and \$250,000 – funding source undetermined
- 25K sq. ft. \$877,000, fundraising = \$627,000 and \$250,000 – funding source undetermined

Potential revenues for the construction of the Skate Park and auxiliary costs are 1) dependent on any fundraising efforts by the Task Force, and 2) making a determination as to who will pay for the auxiliary costs estimated at \$250,000. With the economy being what it is right now, and into the foreseeable future as well, it will undoubtedly be a daunting task for the Task Force to raise anywhere from \$392,000 to \$877,000. Further, operational funds are decreasing significantly, making it difficult, if not impossible, to keep up with the expanding maintenance workload. New facilities would only exacerbate this condition.

**Work Completed to date:** A skate park design has been approved by Council. A comprehensive site location process continues. Fundraising has not begun.

**Implementation Action Required:** If a site is secured, Council, along with the Task Force leadership must decide how the \$250,000 in auxiliary costs, construction drawing and specifications, etc. will be funded. Construction drawings and specifications must be completed. Either the Task Force or the City will seek bids for the construction of the skate park. This also must be determined.

**Timing:** Two major processes remain incomplete at the present time. Securing a site has proven as daunting a task as is a fundraising campaign in the current economy.

Reductions in funding for operational costs to adequately cover current and upcoming increases in maintenance, services, and capital outlay, create a heavy burden on the existing staff to handle the parks division workload.

**Advantages:**

- Building a skate park now would be well received by the kids in Tigard.
- Building now would, more than likely, cost less than building in the future.

**Disadvantages:**

- A huge fundraising campaign would be difficult in any economic condition. However, during current economic conditions, the Task Force's fundraising process will not only be daunting, but probably unattainable at the present time.
- A site has not been secured.
- At the present time, and in the foreseeable future, increased operational funds are not available to cover the additional workload created by a new facility of this magnitude.

**Recommendation:**

- 1) Continue looking for a location for the skate park.
- 2) Before the City contribute funds (if Council decides to do so) to the construction of the Skate Park, the following issues must be resolved:
  - A site must be secured
  - Economic conditions must improve
  - A decision must be made regarding who will be responsible for the auxiliary costs associated with the construction of the skate park
  - Long term funding for Parks operations and maintenance must be secured
  - A successful fundraising campaign must be completed or be well-on-its-way

***Council Priority/Discussion: Other Issues – Delete***

*Council directed to delete this item from further consideration as a financial issue. If the skateboard park is to proceed, it will need to be funded entirely by donations and fund raising. No City money will be used to construct the park.*

## ***Other Jurisdictions' Issues***



# WCCLS Local Option Levy Issue Summary

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**Definition:** A countywide Local Option Property Tax Levy for library services is allowed under the Oregon Constitution (Measure 50) to increase the local property tax rate for needed services. It cannot exceed a period longer than 5 years, after which it must be re-approved by voters. Funding from a countywide levy would be distributed to all member libraries through a formula based on circulation and a variety of other factors.

**Revenue Required/Revenue Potential:** It is projected that the tax rate of this levy will be approximately 26¢/\$1,000 of assessed valuation. This will raise approximately \$10,000,000 per year.

**Work Completed to Date:** A countywide levy for library operational funding was placed before voters in November 2002. The measure failed by approximately 600 votes. A Needs Analysis for the levy was completed in 2002, as was a phone survey. A citizens' group was formed in 2002 to provide information to Washington County voters concerning the benefits of the levy. Significant background information has been compiled concerning this issue.

Tigard has been actively working with WCCLS staff and other member libraries to revise and update the existing funding distribution formula.

**Implementation Action Required:** A WCCLS Local Option Property Tax Levy must be approved by the County Board of Commissioners and placed on the ballot for approval by Washington County voters. It may only be voted on at one of the following elections:

1. May, subject to double-majority requirement
2. November of an odd-numbered year, subject to double-majority requirement
3. November of an even-numbered year, subject to simple majority.

**Timing:** If the WCCLS Local Option Levy is approved by county voters in May 2004, the first revenues would be received by the County in November 2004. If the Levy is approved by the voters in November 2004, the first revenues would be received by the County in November 2005.

**Advantages:**

- Easily understandable--will be used to restore cuts to library service countywide.
- Well-established collection mechanism in place
- Broad-based revenue source
- Historically, Washington County voters have supported library levies

**Disadvantages:**

- Short-term solution--it expires after 5 years, and then must be renewed by the voters
- Competition on the ballot from other jurisdictions requesting voters to approve funding measures
- Competition and confusion with the Tigard local option levy likely to be on the ballot in 2004
- Washington County voters have been reluctant to vote for tax levies in the recent past. Successful passage may be related to factors outside government control

**Recommendation:**

- Continue to research and explore options to create stable library revenue sources.
- Support the information campaign about the WCCLS levy if it is placed before voters in May or November 2004.
- Continue to work with Washington County and other WCCLS libraries to develop an equitable formula for distribution of WCCLS revenues.

***Council Priority/Discussion:*** *The Council discussed this issue, its importance for the finding of the library, and the importance of coordinating this issue with other City initiatives. The Council took no position on this issue at this time.*